

## **JOB DESCRIPTION**

**TITLE:** Kinder Teacher Assistant

### **POSITION SUMMARY:**

Assists the teacher in planning and maintaining a safe, clean, learning environment and in assuring the well-being and safety of the children in his/her care.

### **SUPERVISED, EVALUATED BY & REPORTS TO:**

Meguro Principal

### **PARTIAL LISTING OF DUTIES & RESPONSIBILITIES:**

- Exhibits a genuine nurturing, caring attitude to all children.
- Maintains a positive, calm attitude and a soft voice, and encourages this attitude and voice in others working in the classroom.
- Maintains a cooperative attitude of working together with the teacher, volunteers, parents, and program specialists in planning and implementing activities.
- Plans with and assists the teacher in preparing materials and supplies in advance for activities.
- Shares in the development and implementation of written lesson plans with the teacher.
- Assists the teacher in maintaining discipline and supervision of children during all activities.
- Observes children to detect signs of illness, injury, emotional disturbance, learning disorder, speech problem, or other special needs, and immediately report observations to the teacher for follow-up.
- Works cooperatively with the teacher and the classroom parent as a team, to encourage the active participation of all parents in the program.
- Becomes familiar with the teacher's written lesson plans, the daily schedule, methods for recording attendance, and all other daily duties of the teacher.
- Assists the teacher in safeguarding all classroom supplies and equipment.

### **QUALIFICATIONS:**

- Strong background in working with children
- Experience working with second language learners.
- Effective interpersonal skills to work with grade-level team/administrators/parents.
- Commitment to a continuous process of professional growth.
- Effective communication skills.
- Commitment to being a team player and contributing member of the A-JIS Community.

### **TERMS OF EMPLOYMENT:**

No vacation to be taken during "peak" periods at the beginning and end of the school year and immediately before and after semester breaks.

### **A-JIS BELIEVES:**

- That each employee makes a significant contribution to our success.
- That contributions should not be limited by the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee nor A-JIS to only the work identified. It is the expectation of the school, that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.