
JOB DESCRIPTION

TITLE: K2 Kinder Teacher Assistant (K2 class - 18 months to 3 years old)

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.