

## MS Student Support Services (SSS) Teaching Assistant at The International School of Kenya

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### Job Description

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The International School of Kenya is well-known for its unmistakable culture of quality, exceptional care, and limitless opportunities. We instill a passion for and dedication to rigorous academic and personal exploration in our students. ISK students grow up in a community where every student is known and supported, and has the opportunity to personalize their learning.

**Reports To:** SSS Teacher(s) and MS Assistant Principal, and also supported by Head of Student Support Services (SSS)

### Responsibilities

#### Scope of Responsibilities:

The teaching assistant's primary responsibility is to ensure the success of each student as detailed in the ISK Mission, Vision and Educational Aims. Responsibilities include supervising instruction under teacher guidance and classroom management. Additionally, the assistant will be expected to participate in a variety of collaborative teams and committees; fulfill supervision duties as assigned, including some evening and weekend events; and supervise/coach one co-curricular activity throughout the year.

#### Overall Responsibilities:

Collaborate with colleagues

Communicate regularly with the classroom teachers

Attend relevant departmental, divisional and K-12 professional meetings

Promote a positive learning environment

Assume responsibility for meaningful professional growth

Perform other duties as needed or reasonably assigned by the Learning Support/English Language Learners (ELL) Teacher, Principal, or Head of SSS

**Specific Roles/Responsibilities:**

Work with individuals or small groups of students in classroom work, including basic computer work or classroom resources. Use techniques as modeled by the SSS teacher and the SSS team.

Communicate with the SSS teacher daily about observed behaviors of the students: progress made, incidents that need additional attention, and any further information that needs follow up.

Communicate information given by parents to the SSS teacher.

Perform clerical duties and carry out classroom-related errands as needed.

Carry out classroom related errands as requested.

Accompany and assist teachers on class field trips and/or intercultural trips.

Supervise students as determined by teachers and administration. Use conflict resolution strategies to assist students to resolve problems both in and out of the classroom.

Reinforce social expectations for children by using appropriate language.

Supervise students when the SSS teacher is attending a meeting that cannot be scheduled before or after school hours. The assistant will follow a plan determined by the SSS teacher.

At times the SSS TA might cover a lesson. If it lasts beyond one hour, sub pay is provided. Must have prior approval from the principal.

Take initiative for the smooth running of the learning environment.

Additional duties, such as lunch duty, etc – TA's follow stated expectations, consequences and follow through procedures.

## **Requirements**

### **Required Qualifications, Skills and Qualities:**

Diploma/Degree in Education or related field

Special Education and/or ELL experience/certificate required

Minimum 2 years relevant teaching experience

Fluent English speaker with proficient reading and writing skills

Demonstrated ability to use technology / computer literate

Experience with educational pedagogy to support emerging English learners and diverse learning needs

Has a professional and ethical approach to work

Commitment to continuous personal growth

Commitment to Mission and Educational Aims of ISK

Student-centered and nurturing personality

### **Preferred Qualifications, Skills and Qualities:**

Commitment to collaborative planning

Flexibility and creativity Initiative

Basic Math and writing skills

Google Suite competency

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