



International School of Kenya

Empowering students to create solutions for tomorrow's challenges

ISK JOB DESCRIPTION / RECRUITMENT PROFILE

MS Student Support Services (SSS) Teaching Assistant

Mission: *ISK inspires and nurtures passion, creativity and ambition in pursuit of a better world.*

Vision: *Empowering students to create solutions for tomorrow's challenges*

Reports To: SSS Teacher(s)

Also Supported by MS Assistant Principal and Head of Student Support Services

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; fulfil 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 as necessary
- Promote a positive learning environment
- Assume responsibility for meaningful professional growth
- Perform other duties as needed or assigned by the learning support/ELL teacher 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 children: 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 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

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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.

- The option to participate in and supervise an intercultural trip (2-4 days).
- Take initiative for the smooth running of the learning environment.
- Outside supervision – TA's follow stated expectations, consequences and follow through procedures.

Required Qualifications, Skills and Qualities:

- Diploma/Degree in Education or related field
- Special Education/ELL experience/certificate required
- Minimum 2 years relevant teaching experience
- Fluent English speaker with proficient reading and writing skills
- Computer literate
- Demonstrated ability to use technology
- 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 skills
- Computer skills

EDUCATIONAL AIMS



International School of Kenya

EDUCATIONAL AIMS

We strive to develop globally minded students who actively learn, create, solve and engage in the world.



Empowering students to create solutions for tomorrow's challenges