



THE AMERICAN SCHOOL
Developing Academic Excellence and Strength of Character

Elementary Learning Support Job Description

Requirement:

- Associate or Bachelor Degree in Education.
A minimum of 1 year experience in school setting.
- High English language proficiency, written and spoken
- Ability to keep regular schedules and perform special tasks as assigned.
- Ability to develop effective working relationships with students, staff, and the school community.
- Ability to communicate clearly and concisely, both orally and in writing.

Application:

Interested candidates should submit their application (in English) that includes the following to Human Resource Department: hr@tas.edu.vn:

- A complete CV;
- Copy of all academic degrees;
- Proofs of English language proficiency and quantitative skills (e.g. IELTS, TOEFL or similar tests);
- Identity card.
- Family book.

Duties

The Elementary Learning Support Assistant (LSA) will assist with helping the Learning Support teacher provide accommodations and services to elementary students. This may be through assisting students in the classroom setting, working with individual or small groups of students, helping to create materials to assist students in class, and checking in with teachers as to student needs. The LSA will need to speak English fluently and understand the American education system. The ideal candidate will have prior work experience with children and be willing to support students through positive reinforcement.

Standards and Quality Assurance

1. Be able to communicate effectively with students, parents and teachers in English.
2. Support the mission and core values of the school.
3. Set a good example in terms of dress, punctuality and attendance.
4. Attend team and staff meetings with the Head TA (position currently vacant).
5. Undertake professional duties that may be reasonably assigned by the classroom teacher.
6. Be proactive in matters relating to health and safety.
7. Establishes and maintains cooperative relationships with colleagues and students.

**Expect a list of other duties that the head teacher may from time to time ask you to perform