



THE AMERICAN SCHOOL
Developing Academic Excellence and Strength of Character

Teaching Assistant- Job Description

Requirement:

- Associate's Degree (2-year diploma)
- 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

1. Assist in the educational and social development of pupils under the direction and guidance of the head teacher.
2. Provide support for individual students inside and outside the classroom to enable them to fully participate in activities.
3. Assist classroom teachers with maintaining student records.
4. Support students with emotional or behavioral problems and help develop their social skills.
5. Works with small groups of students to reinforce material initially introduced by teacher.
6. Refocuses children who may become distracted.
7. Assist the teacher to maintain the classroom in clean, orderly, and functional condition.
8. Observe students' performance and provide support students during seated work, as needed.

Administrative Duties

1. Prepare and present displays of students' works.

2. Support class teachers in photocopying/hallway supervision/ moving students from class-to-class and other tasks in order to support teaching.
3. Undertake other duties from time to time as the head teacher requires.

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.
8. Ensuring the safety of the children is more important than preparing materials.
9. Use phone during lunch and designated breaks times.

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

Additional Duties (including, but not limited to):

- Discuss assigned duties with classroom teachers in order to coordinate instructional efforts.
- Prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstrations.
- Present subject matter to students under the direction and guidance of teachers.
- Tutor and assist children individually or in small groups in order to help them master skill sets and to reinforce learning concepts presented by teachers.
- Supervise students in classrooms, halls, cafeterias, school yards, and gymnasiums, or on field trips.
- Conduct demonstrations to teach such skills as sports, dancing, and handicrafts; that is, TAs are expected to attend Special Classes (Art, Music, PE, ICT) with the students to support student learning.
- Distribute teaching materials such as textbooks, workbooks, papers, and pencils to students.
- Distribute tests and homework assignments, and collect them when they are completed.
- Enforce administration policies and rules governing students.
- Instruct and monitor students in the use and care of equipment and materials, in order to prevent injuries and damage.
- Observe students' performance, and record relevant data to assess progress.
- Organize and label materials and display students' work in a manner appropriate for their eye levels and perceptual skills.
- Organize and supervise games and other recreational activities to promote physical, mental, and social development.
- Participate in teacher-parent conferences regarding students' progress or problems.

- Plan, prepare, and develop various teaching aids such as charts and graphs.
 - Provide extra assistance to students with special needs, such as non-English-speaking students or those with physical and mental disabilities.
 - Assist in bus loading and unloading.
 - Attend staff meetings, and serve on committees as required.
 - Collect money from students for school-related projects.
 - Laminate teaching materials to increase their durability under repeated use.
 - Operate and maintain audiovisual equipment.
 - Requisition and stock teaching materials and supplies.
 - Type, file, and duplicate material
- Use computers, audiovisual aids, and other equipment and materials to supplement presentations.

