

The American International School • Vienna
Salmansdorfer Strasse 47
A-1190 Vienna, Austria

t. +43 1 40 13 20
f. +43 1 40 13 25
info@ais.at | www.ais.at

ELEMENTARY SCHOOL ONE TO ONE LEARNING SUPPORT ASSISTANT

QUALIFICATIONS

- Bachelor's degree from an accredited university.
- Experience working with students, preferably in an academic setting and/or with academic tasks.
- Flexibility working with others in a variety of circumstances, environments and different size groupings
- Ability to maintain strict confidentiality.

JOB GOAL

- To assist the identified student in developing skills and strategies to help them succeed in the classroom.
- To assist teachers to meet the needs of the individual learner in the classroom.

TEACHING AND LEARNING RESPONSIBILITIES

- Provides direct instruction for academic and social/emotional needs.
- Implements learning plans and accommodations developed under the supervision of the classroom teacher and Learning Support Specialist.
- Provides additional support as needed to students and teachers in the classroom when not working directly with the identified student.
- Communicates with the Learning Support Specialist and classroom teacher for the purpose of assisting in evaluating progress.
- Completes additional classroom responsibilities based upon the individual needs of the identified student. When the child develops more independence and direct one to one assistance is reduced, classroom and additional responsibilities will be assigned as needed. These may include some tasks that are the same as a teacher or instructional assistant such as lunch or recess duties and chaperoning field trips. The one to one instructional assistant may be asked to perform tasks such as facilitating assessments and preparing classroom materials.

Student Supervision

- Refers child learning and safeguarding concerns to appropriate school personnel.
- Enforces school expectations for student safety and behavior consistently and equitably.
- Communicates concerns to appropriate teachers or administrators.

Clerical

- Completes administrative tasks such as copying, bulletin boards, computer data entry efficiently and accurately.

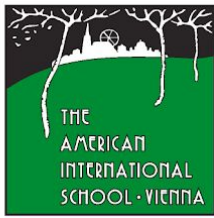
Professional Conduct

- Demonstrates initiative in the performance of his or her duties.
- Maintains high level of professional behavior and confidentiality of information about students.
- Contributes to a positive school climate by forming positive relationships with students, teachers, and administrators.
- Demonstrates effective communications skills with students, teachers, and parents.
- Exhibits strong organizational skills in managing time and responsibilities.

HOURS

Instructional Assistants hours are from 08:00 until 15:15 unless otherwise made clear by the principal.

PERFORMANCE EVALUATION



The American International School • Vienna
Salmansdorfer Strasse 47
A-1190 Vienna, Austria

t. +43 1 40 13 20
f. +43 1 40 13 25
info@ais.at | www.ais.at

REPORTS TO

- The ES Learning Support Specialist and classroom teacher

INTERACTS WITH

- Administration
- Counselor(s)
- Privately funded tutors
- Learning Support Specialists
- Teachers
- Parents

PERFORMANCE EVALUATION

- The ES Learning Support Specialist evaluates the Learning Support Assistant.