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## ELEMENTARY SCHOOL INSTRUCTIONAL ASSISTANT GRADES PRE K- GRADE 5

### QUALIFICATIONS

Position should be filled by college-educated professionals, whenever possible, and training should be supplied to help in areas of instruction with students.

### JOB GOAL

Enrich the educational experience of students at AIS by assisting the teachers with supplemental instruction, classroom management, student supervision, clerical tasks, and other duties as assigned.

### PERFORMANCE RESPONSIBILITIES

#### Teaching and Learning Performance

- Provides individual and small group assistance to students in collaboration with classroom teachers.
- Provides academic and social emotional and learning feedback to students.
- Assists with classroom management and supervises the class when necessary.

#### 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

Instructional Assistants will be evaluated in writing at least one time a year by their direct supervisors/teachers in charge and if there are concerns regarding the evaluation, they should be put in writing and referred to the ES Principal. IAs will also meet with their supervisors to work on goals and objectives for the year.