

**INTERNATIONAL SCHOOL OF LOUISIANA
JOB DESCRIPTION**

Position: **Assistant Teacher** **Status:** Exempt

Reports to: Teacher and/or Assistant Principal **Revised:** September 30, 2009

Position Description: Reports to and works with the classroom Lead Teacher, is supervised by the Assistant Principal. Responsible for assisting the classroom Lead Teacher with the general supervision and management of the class including individual and group instructions.

Primary Responsibilities:

- Assist in planning and implementing the daily curriculum under the direction of the Lead Teacher, which includes lessons plans.
- Assist in planning and preparing the learning environment, setting up interest centers, and preparing needed materials and supplies.
- Supervise the classroom when the Teacher is out of the room.
- Help with the general housekeeping tasks in the classroom.
- Assist the Teacher in other ways as requested.
- Maintain a professional attitude and loyalty to the school at all times.
- Treat all children with dignity and respect.
- Attend all staff meetings and recommended training programs and conferences.
- Participate in professional organizations that work for the improvement of elementary education.
- Assist Teacher with implementation of appropriate early elementary education experiences.
- Attend school functions.
- Supervise all activities to ensure safety at all times.
- Report to Teacher any problem which may occur with the children.
- Observe record and report on the behavior of individual children as assigned.
- Help Teacher to supervise and promote activities designed to enhance the healthy emotional, social, intellectual, and physical development of children at grade level.
- Help to maintain a neat and organized classroom.
- Help children establish good habits of personal hygiene and manners.
- Help Teacher to supervise and promote activities designed to enhance the healthy emotional, social, intellectual, and physical development of children enrolled at the school.
- Other tasks as requested.

Education, Certifications, and Work Related Experience:

- Bachelor degree or 10 years experience working with children in an educational environment..
- Native fluency in target language.

Technical Competencies and Skills:

- Be a mature individual.
- Have knowledge of developmentally appropriate practices in elementary education.
- Have the ability to conform to an established work schedule.
- Have effective interpersonal skills.
- Have the ability to communicate in a concise and effective manner.
- Have the ability to understand and follow instructions precisely.
- Have the ability to exercise tact, discretion, and confidentiality.

Working Conditions:

- Lift up to 40 lbs.
- Repetitive bending, stretching and stooping.
- Climb up and down stairs.
- Have mobility required to ensure the safety of the children.
- Work with children on the floor.
- Work outdoors in any variety of weather.
- Have visual and hearing capabilities that allow consistent supervision of children.
- Perform light duty cleaning.
- Light typing and word processing.
- ISL is an Equal Opportunity Employer. ADA requires ISL to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.