



Classroom Assistant Job Description

Job Title: Classroom Assistant

Job Summary:

The classroom assistant is responsible for helping the classroom teacher with preparation of materials, classroom management, organization, assisting and leading small groups, and supporting student needs.

Responsibilities and Duties:

- Assist teacher in small group or one-on-one instruction
- Deliver some whole class instruction as determined by the Director
- Follow teacher lesson plans and/or collaborate with the teacher in the planning process
- Prepare instructional materials
- Grade papers
- Assist the teacher in consistently implementing established classroom procedures and routines
- Perform duties assigned by the administration
- Attend staff meetings and school events.
- Follow all school rules and guidelines

Qualification and Skills:

Must be fluent in both speaking, reading and writing English
Proficient with using technology

Certificate, Licenses, Registrations:

University degree in General English
Master not required but preferred

Hours:

8:00 a.m. – 4:00 p.m.