

Xi'an Liangjiatan International School

Job Description

Department: TA Department
Position: Primary TA
Direct Supervisor: Head of TA

XLIS Mission

XLIS provides a non-profit education focusing on enabling students to be confident, open-minded global citizens through life-long learning and a sense of community.

XLIS Vision

To lead education through innovation and a student-centered, community-driven approach.

Main Responsibilities:

The specific aims and key responsibilities of this position are:

Section A -- Work with Homeroom Teachers:

- Be familiar with the teaching plan and prepare teaching materials according to homeroom teachers' requirement before the class.
- Pick up students on time and assist homeroom teachers and students with daily teaching and learning.
- Communicate with homeroom teachers and students actively in English during the class.
- Assist homeroom teachers to make a suitable learning plan for each student if needed.
- Assist homeroom teachers to support individual students who need help.
- Have ability to deal with emergency during the class.
- Maintain a good class discipline while homeroom teachers are teaching during the class.
- Assist homeroom teachers in various class activities. (Parent-teacher conference, field trip, etc.)
- Take and collect photos and videos of class activities and assist homeroom teachers to upload them through the Seesaw.
- Be familiar with the usage of different machines in the school, such as the computers, iPads, printers and laminators, etc.
- Place teaching materials neatly and maintain a good classroom environment.
- Decorate and update the display boards before and after the unit according to

homeroom teachers' requirement.

- Support homeroom teachers to prepare student's portfolio at the end of each unit.
- Make the purchasing form according to homeroom teachers' requirement.
- Avoid using cellphones during the class time.
- Inform homeroom teachers in case you need to go out of the classroom.

Section B -- Supervising Students:

- The things that may endanger students' healthy cannot be placed in the classroom.
- Remind students to walk quietly in the classroom, corridor and cafeteria.
- Remind students to put on or take off their clothes according to the weather.
- Remind students to drink water, go to the toilet and wash their hands during break time.
- Prepare the snacks for students at 9:40 a.m. and 14:20 p.m everyday.
- Take students to the Health Center after informing homeroom teachers If any student feels uncomfortable, and come back to the classroom immediately.
- Remind and help students organize classroom supplies and their lockers. The classroom should be clean and neat.
- Help students with lunch cards.

Section C – Other Duties:

- Assist bus monitors to guide students boarding school buses and supervise their daily work.
- Support school ECA programs.
- Take care of teachers' kids after school.
- Take temperature, do records and hand over the forms to the Health Center weekly.
- Actively support various school-wide activities, conscientiously cooperate with relevant departments, and assist in the orderly operation of the activities.
- Participate in school safety inspections or epidemic prevention according to school arrangements and create a good safety environment for school education and teaching.
- Execute related work assignments on time and perform specific duties conscientiously according to other ad hoc work arrangements.

Professionalism:

- Adheres to school policies and ethical guidelines.
- Sets goals for improvement of knowledge and skills, and record and monitor the progress of personal growth program.
- Incorporates learning from professional growth opportunities into work practice.
- Establishes a climate of trust and teamwork by being fair, caring, respectful, and enthusiastic.

- Works in a collegial and collaborative manner with teachers, other school personnel, and the community.
- Serves as a contributing member of the school's professional learning community through collaboration with teaching colleagues.
- Demonstrates consistent mastery of standard oral and written English in all communication.
- Engages in activities outside the classroom intended for school and student enhancement such as cover, supervision duties, professional development, and meetings.

Skills required:

- Fluent in English and Chinese, cross-cultural communication skills;
- Excellent teamwork skills, organizational and coordination skills;
- Strong sense of responsibility, execution ability and problem solving ability.

I hereby acknowledge that I have reviewed and agreed to abide by the job duties above for my position at XLIS.

Signature:

Date: