



POSITION DESCRIPTION

<i>Title</i>	Teaching Assistant
<i>Position Code</i>	YAS.EDU.310313
<i>Position Grade</i>	E1
<i>Position Category</i>	Academic Delivery
<i>Hiring Department</i>	Academic
<i>Hiring Business Unit</i>	Yangon American International School
<i>Position Type</i>	Full Time
<i>Reporting to</i>	Head of School
<i>Position Overview</i>	Teaching Assistant is responsible for supervising students, co-planning and supporting lesson plans, preparing lesson material, planning and implementing Myanmar Studies, and maintaining classroom maintenance. To work with children and be devoted to building a nurturing and safe learning environment.

Duties and Responsibilities

<i>Core Task</i>	<ul style="list-style-type: none"> • Working with the class teacher to plan and monitor the class lessons and schedules • Supervision of an assigned student or students for the purpose of academic and behavior intervention • Assisting the class teacher with lesson preparation by getting materials ready and setting up equipment. • Revising lesson material with students individually or in small groups. • Ensuring the classroom environment is safe and clean. • Overseeing students during non-classroom times including in-between classes, during lunch, and on-field excursions. • Collaborating with lead teachers to recognize issues students are facing and recommend solutions. • Help students adjust, learn, and socialize and report to teachers about possible behavioral issues • Documenting student progress and communicating with class teacher and curriculum coordinator. • Helping class teachers to create lesson plans and track student attendance. • Complying with state, school, and class rules and regulations • Attending all training classes, parent conferences, and faculty meetings if necessary • Plan and deliver Myanmar language class • Perform supervisory duties as needed and assigned • Incorporates the PYP framework into the classroom management and
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	academic support.		
<i>Supplement Task</i>	Community Support <ul style="list-style-type: none"> • Establish and maintain effective relationships with students, parents, and colleagues • Communicate effectively with students, parents, and colleagues 		
Others Information			
<i>Qualification and Experience</i>	<ul style="list-style-type: none"> • Solid understanding of classroom activities and teaching best practices. • Must have a compassionate and positive attitude. • Ability to effectively deal with multiple priorities, functions, and activities. • Outstanding interpersonal and presentation abilities. • Able to manage others effectively and build community collaboratively. 		
<i>Technology skills</i>	<ul style="list-style-type: none"> • Basic MS Office skills (PowerPoint, Word, Excel) 		
<i>Prepared by</i>	Phyo Sandar Wain	<i>Date</i>	25/08/22
<i>Reviewed by</i>	Michael Hall	<i>Date</i>	26/08/22
<i>Last Updated by</i>		<i>Date</i>	