



AISB

AMERICAN INTERNATIONAL
SCHOOL OF BUDAPEST

Job Title: Elementary Assistant Teacher, Fixed End

Reports To: Assigned Teachers, Elementary Administration, and Director (as needed), Business Office (Legal, Contract, Medical)

Position Overview:

The assistant teacher reports directly to the assigned classroom teachers. Their primary function is to collaborate with the classroom teacher to facilitate the development of the student in the cognitive, affective, ethical, emotional and physical domains of his/her growth. The assistant teacher works collaboratively with all faculty, staff, parents, and students to effectively implement the curriculum and strive to ensure all interactions meet the needs of all students in line with the mission, vision and values of the school.

Qualifications and Experience:

Personal Attributes

- Illustrates organizational and time-management skills
- Demonstrates initiative and the ability to multi-task
- Cooperative and collaborative establishing effective working relationships with staff, students, and parents
- Accepts and manages change effectively
- Maintains a solution-based approach to problem-solving
- Openly accepts and considers different perspectives

Knowledge

- Understands the importance of collaboration for the program to be successful
- Is up-to-date on current best practice and actively incorporates it into the daily learning environment
- Demonstrates an understanding of primary developmental stages

Degrees and Qualifications

- Holds a University / College degree (preferably in Education)
- Experience working with elementary-aged children (minimum two



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years desired)

- Proficient in oral and written English
- Technology literate in Web Applications, Google Applications and other current trends in the field of technology
- Demonstrates ongoing professional development in areas of best practice

Skills and Experience

- Holds a valid teaching certification (or equivalent) in elementary education
- Experience working with English as an additional language, learning resource and/or children who excel

Key Responsibilities:

Duties include, but not exclusively, the following:

Curriculum and Instructional Process

- Demonstrate curriculum knowledge and best practice in terms of pedagogy, while assisting students, primarily in a push-in model, individually or in small groups, for the purpose of practicing and/or reinforcing learning concepts (given lesson objective and resources by teachers) and assisting students in reaching academic goals and grade level standards.
- Meet with teachers on a weekly basis (minimum) to assist teachers in co-planning and implementing a program of instruction with purposeful activities that require students to engage in thinking and the development of understanding as part of their ongoing experience in the school.
- Assist students in the classroom by scaffolding their thinking in the moment, as well as providing tools and patterns of thinking that can be used independently.
- Model a language of thinking that provides students with the vocabulary for describing and reflecting on thinking.



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- Show respect for and value all community members' contributions of ideas and thinking, in a spirit of ongoing collaborative inquiry.
- Assist students, when working individually or in small groups, by providing specific/targeted, action-oriented and focused feedback to help guide their learning.
- Model questioning, thinking, and learning so that the processes are discussed, shared and made visible in the school.
- Assist students by attending all ES assemblies and grade-level field trips or special events.
- Assist in proctoring MAP assessments, as required.

Classroom Management/Supervision

- Assist students in developing their independence and social skills by modeling appropriate language, interactions, and positive behaviors at all times.
- Assist teachers and students in creating a safe and positive learning environment, taking necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Share responsibility, along with teachers, during the school day for the supervision of students in all areas of the school, including walking students to/from Encore classes, lunch, and recess.
- Assist teachers in providing for the supervision of the classroom when circumstances require a teacher's brief (less than 5 minutes) absence from the classroom.
- Report observations and incidents (e.g. accidents, fights, appropriate and/or inappropriate social behavior, violations of rules, safety conditions, etc.) relating to specific students for the purpose of communicating information to the appropriate teacher and/or administrative personnel, and when necessary, complete Student Incident Referral Form.

Classroom Maintenance and General Administrative Tasks



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- Assist teachers and students in designing and maintaining a learning environment that supports the development of a culture of thinking, including a focus on visibility, flexibility, comfort, and invitational quality.
- Assist teachers and students to maintain a clean and organized learning environment, including classrooms, pod areas, and corridors.
- Assist teachers and students in documenting learning (for example, through photos, videos, and bulletin boards).
- Assist teachers in gathering information, not accessible in English, for Field trips.
- Assist teachers in maintaining classroom/grade level supply lists and inventory.
- Record formal assessment scores (given by teachers) into required documentation forms or folders.
- Assist teachers, when there are no students in assigned classroom or grade level, with general clerical tasks (e.g. laminating, making copies, binding booklets, collecting unit books from the library) for the purpose of helping to prepare materials related to student learning.
- Perform additional duties effectively (during and outside the regular school day) as requested by the administration (*compensation time for hours outside of regular contractual agreements).

Professional Growth

- Continue professional growth through attendance at workshops, seminars, conferences, and/or advanced coursework at institutions of higher learning.
- Attend faculty, committee, and team meetings as required to reflect on and refine teaching practices.



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Public Relations

- Support and adhere to the mission, vision, and values of AISB, as well as board policies, administrative procedures, and school regulations, and support each of these to the community-at-large.
- Maintain appropriate work habits, including regular and punctual attendance and appropriate use of time.
- Establish and maintain collaborative relationships with members of the school community.
- Assist students and parents in translating for meetings or special events, as required.

AISB takes child safeguarding measures seriously.

Appointments are subject to satisfactory enhanced criminal checks.