

MYP/DP Teacher's Aide *Humanities Focus*

Job Summary

The Teacher's Aide works under the Middle and High School Directors and the direction of the teachers in developing and implementing the MYP/DP Programme classes at Riverstone International School. The International Baccalaureate Middle Years Programme and Diploma Programme promotes the social, emotional and physical development of each student.

This is a full-time, non-exempt position that is employed during the school year only.

Responsibilities and Duties

- Provide support to the assigned teachers in the implementation of the curriculum.
- Assist with middle school homeroom as needed.
- Assist high school study hall as needed.
- Collaborate with and take direction from Learning Support Program Leads as needed to assist with student support in classes.
- Assist with delivering 1:1 and small group, short-term interventions especially for humanities and English-based material.
- Serve as an emergency substitute teacher when needed.
- Assist the teachers in preparing and implementing daily activities.
- Maintain an organized, clean, and safe learning environment.
- Engage with students in a positive manner, including implementing appropriate guidance techniques in line with classroom expectations and Riverstone's guiding principles.
- Supervise students both inside the classroom and outside, including recess, field trips, assemblies, school events, etc.
- Assist with supervising students during outdoor education activities.
- Engage with staff, parents, and community members in a positive manner.
- Perform other duties as assigned.

Skills and Experience

Preferred candidates will have the following skills and experience:

- High school diploma or GED.
- Minimum of six months–one year of teaching experience.
- Demonstrated experience and ability to work well with students and parents.
- Demonstrate success in working as a member of a team.

Essential Physical Abilities



- Clarity of speech and hearing or other communication capabilities; with or without reasonable accommodation, which permits the employee to discern verbal conversation and to communicate effectively on the telephone and in person.
- Visual acuity; with or without reasonable accommodation, permits the employee to comprehend written work, prepare and review documents, organize documents and materials, and observe classroom or student activities.
- Manual dexterity; with or without reasonable accommodation, which permits the employee to perform repetitive hand/wrist/arm motions and to operate a computer and office equipment.
- Personal mobility, flexibility, and balance with or without reasonable accommodation, which permits the employee to work in an office/classroom/school environment.
- Lifting or moving objects that weigh up to 50 lbs.
- Job tasks require without reasonable accommodation, climbing, stooping, kneeling, crouching, reaching, pushing, pulling, lifting, or grasping.
- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to access and navigate all areas of the school and other facilities as needed.

In addition to the responsibilities outlined above, all faculty and staff are required to abide by the school's policies and procedures set forth in the Faculty Handbook. The School's administration reserves the right to change or add to this job description at any time.

Riverstone International School is an equal opportunity employer.