



JOB DESCRIPTION

Commencement: As soon as possible

Job Title: HS Educational Assistant

Type of Hire: 10 months

Job Category: H

Reports to: Learning Resource Head of Department

Work hours: 7:30 am to 4:15 pm, breaks consistent with high school schedule (morning, lunch, afternoon breaks); supports students in a classroom setting during each of the four daily teaching blocks and during the 3:00 to 4:15 after school time period on a daily basis.

Pre-requisites:

- Bachelor's Degree (in education preferred)
- Experience working with high school students grades 6-12 in the field of education
- Strong interpersonal and collaboration skills
- Strong organization, communication, and computer (Google Apps) skills
- Initiative and motivation to be self-driven
- Experience working with special education students preferred
- Willingness to participate and attend additional trainings in the area of special education

Job Description

The Learning Resource Teaching Assistant is supervised by the Head of the Learning Resource Centre Department and works in cooperation with our LRC team. He/she will be working with students in the high school who have learning, social and/or emotional challenges and will support those students in courses of study skills, life skills, social skills, and within the general education classrooms.

The Teaching Assistant will be expected to:

- Maintain a caring yet professional relationship with the students through respecting each student as an individual
- Support students by guiding them to better organize their work, manage their time, and self-advocate, as needed, and developing independent work habits
- Maintain accurate records of student attendance, work completed, and any relevant anecdotal comments
- Help prepare lesson and study materials, bulletin board displays, exhibits, equipment, and demonstrations
- Present subject matter to students under the direction and guidance of teachers, using lectures, discussions, or supervised role-playing methods.
- Support students in transitions between classes, breaks, or into after school programs
- Collaborate with LR department and classroom teachers
- Enforce administration policies and rules governing students
- Record relevant data to assess progress
- Assist students in high school courses to ensure accommodations are provided: note taking, supervise small group testing, or extended time on tests
- Engage students in completing required work assigned by the classroom teacher



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Benefits included with hire:

- Monthly salary that will commensurate with job positioning, qualifications and work experiences
- 17% EPF contribution by employer
- Group Hospitalization and Surgical Insurance coverage for self and eligible dependents, if any
- Outpatient medical, dental and optical for self and eligible dependents, if any
- Monthly transport allowance
- Leaves: sick leave, personal leave, special leave and hospitalization leaves
- Observation of all school approved holidays i.e. spring, summer and Christmas/New Year and Malaysian approved public holidays
- One month festival bonus payable in June
- Personal training and development opportunities available