

Primary School French Teacher Assistant

Job Title	<i>Primary School French Teacher Assistant</i>
Reports To	<i>Primary School Principal and Primary School Assistant Principals</i>
FLSA Status	Exempt

Job Summary

Reporting to the Primary School Principal and Assistant Principals, the PS French Teacher Assistant assists in the carrying out of French instruction class activities and student supervision, under the direction of the classroom teacher in Preschool, Pre-Kindergarten, Kindergarten or Grade 1.

Duties and Responsibilities

1. Contribute to the WIS Mission and Values.
2. Contribute to a climate of respect and understanding amongst faculty and staff, students, and parents.
3. Support the classroom teacher with lesson plans and lesson preparedness.
4. Model French at a native level, both orally and in writing, with excellent communication skills.
5. Reinforce learning in French at the direction of the classroom teacher by working with individual students and small groups of students.
6. Assist with the documentation of student progress.
7. Provide supervision of students to maintain safe and positive interactions throughout the day, including lunch, recess, single subject classes, in restrooms, and in the hallway.
8. Show compassionate, supportive approaches to teaching in line with a strong understanding of child development.
9. Maintain a positive attitude and professional demeanor, demonstrating attributes that are supportive of building school communities.
10. Help to maintain a clean and organized classroom environment, including assistance with classroom displays.
11. Attend parent conferences, back to school nights, and other grade level and school events, as needed.
12. Assist in the execution of distance education when directed and needed to include alternative teaching and learning delivery methods: assist in the development of online courses, assist in the provision of student support to include alternative assignments and assessments, collaborate with colleagues, supervisors, and students online to build a connected and positive learning environment.
13. Participate in ongoing professional development.
14. In case of (short term) absence of the lead teacher, assume responsibility for the class.
15. Perform other duties as needed.

Qualifications

- 2+ years relevant experience working with ages 3-7 year-old children
- College degree
- Preferred Early Childhood Education (ECE) certification
- Knowledge/experience of PYP preferred
- French native speaker

Working Conditions

Working primarily in a climate-controlled classroom environment with young children in a school. Outside at times.

Physical Requirements

To perform the duties of this job, the employee must have the ability to sit and stand for extended periods of time; to exhibit manual dexterity to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; to hear and understand speech at reasonable levels, outdoors and on the telephone; to speak in audible tones so that others may understand clearly, outdoors and on the telephone; to exhibit physical agility to lift up to 35 pounds; to bend, stoop, climb stairs, and reach overhead.

Direct Reports

Students

Approved by:	<i>Caroline Wood, Director of Human Resources</i>
Date approved:	July 2020
Reviewed by:	Lynda Miller, PS Principal