



## AMERICAN EDUCATIONAL ASSOCIATION

c/o AMERICAN EMBASSY

LA PAZ – BOLIVIA

Tel. (591 2) 2792302 – Fax. (591 2) 2797218

E-mail: [acs@acslp.org](mailto:acs@acslp.org) - Website: [www.acslp.org](http://www.acslp.org)

### **Job Description: Instructional Assistant**

Reports to: Lead Teacher

This instructional assistant position plays a vital role in supporting the lead teacher and fostering a positive learning environment for students. This position requires a highly motivated individual with a passion for education and a commitment to student success.

### **Responsibilities:**

#### **Supporting Student Learning:**

- Work with students individually or in small groups to reinforce skills, complete
- assignments, and prepare for assessments (e.g., centers, reading groups).
- Assist students with academic activities, following the teacher's lesson plans and instructions.
- Monitor student progress and report any learning difficulties to the Lead Teacher.

#### **Classroom Management:**

- Assist the Lead Teacher in creating a positive and productive classroom environment.
- Prepare instructional materials (e.g., bulletin boards, manipulatives) according to the teacher's plans.
- Assist with classroom routines and transitions throughout the day.
- Monitor student behavior and enforce classroom rules consistently, following the teacher's guidelines.
- Report any discipline issues or accidents to the Lead Teacher promptly.

#### **Communication and Collaboration:**

- Communicate effectively with students, using kind and respectful language.
- Maintain open communication with the Lead Teacher regarding student progress, needs, and behavior.
- Collaborate with the Lead Teacher to plan and implement lessons.
- Attend professional development meetings and workshops as required.



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- Refer parent comments or concerns to the Lead Teacher.
- Maintain confidentiality regarding all student information.

### **Additional Responsibilities:**

- Supervise the entire class when necessary, following the Lead Teacher's instructions.
- Assist with recess and lunch duty according to the assigned schedule.

### **Instructional Assistant Performance Records:**

Instructional Assistants will be evaluated once a semester by their direct supervisor and/or level principal. The purpose of the form is to keep a running record of each Instructional Assistance performance during the year and help them grow professionally.

### **Preferred Qualifications**

- Fluent English Speaker.
- Bachelor's degree or equivalent.
- Strong written and verbal communication skills in English.
- Preferred two years experience in a comparable role.
- Proactive and high-energetic.
- Strong interpersonal and collaboration skills.

ACS Calvert places the highest priority on creating a safe and nurturing environment for all students. As part of our commitment to child protection, it is imperative for candidates applying for the position to understand and adhere to the following: Child-Safe Practices, Background Checks, Training and Awareness, Supervision and Monitoring, Professional Boundaries, Reporting Obligations.

By applying for this position, you acknowledge that you have read and understood these child protection expectations and agree to adhere to them throughout your employment with ACS Calvert.