



Shanghai Community International Schools

Job Description

TITLE: SCIS Hongqiao Lower School Student Support Teacher

POSITION SUMMARY: The **Student Support Teacher** works closely with administration and the Student Support Team to meet the developmental, emotional, social and academic needs of students in the Lower School. The Student Support Teacher acts as an advocate for students' academic growth and achievement as serves as a valuable resource for their educational advancement.

QUALIFICATIONS:

- Credentials in an area related to Special Education.
- Proven experience as an elementary School Special Education, Learning or Student Support Teacher, preferably in a PYP school.
- Proficient knowledge and use of computer programs and applications such as Office 365 and Microsoft office.

CHARACTERISTICS OF THE SUCCESSFUL CANDIDATE:

- Excellent collaboration and team building skills.
- Integrity and professionalism.
- Ability to operate within a wide range of personalities, cultures and backgrounds.
- Excellent communication skills and high emotional intelligence abilities.
- Experience with effective intervention systems and practices.
- Organized with proven experience developing and implementing professional organizational systems.
- Experience in the PYP.

REPORTS TO / EVALUATED BY: Lower School Principal

MAJOR RESPONSIBILITIES AND DUTIES:

- Coordinates and schedules individual and small group lessons and parent/teacher consultations.
- Communicates and works closely with classroom teachers, learning specialist teachers and outside agencies regarding behavioral and classroom management strategies.
- Collaborates to develop and lead a comprehensive intervention program with current/research-based methods of teaching and mentoring.
- Assesses student attributes and helps them realize strengths and overall potential.
- Evaluates the progress of students and reinforces the sense of accomplishment.
- Uses multiple data points to identify at-risk students and responds appropriately in collaboration with teachers and parents.
- Cooperates and collaborates with all stakeholders.
- Builds relationships with outside providers to coordinate student services.
- Communicates student progress and achievement.
- Assists administration in developing and sustaining a positive school climate and program.

Other Job Responsibilities may include, but are not limited to:

- ☐ Child Safeguarding Committee
- ☐ Crisis Response Team
- ☐ Systemwide Student Support Team
- ☐ Student Supervision

SCIS BELIEVES: That each employee makes a significant contribution to our success and that contributions should not be limited to the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee or SCIS to only the work identified. It is the expectation of the school that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.