



**INTERNATIONAL SCHOOL OF LOUISIANA
JOB DESCRIPTION**

Position: **Assistant Teacher (French/Spanish)**

Status: Exempt

Reports to: Assistant Principal and/or Principal

Date: March 28, 2012

Position Description: Responsible for assisting the classroom Lead Teacher with the general supervision and management of the class including individual and group instructions.

Primary Responsibilities:

- Assist in planning and implementing the daily curriculum under the direction of the Lead Teacher, which includes lessons plans.
- Assist in planning and preparing the learning environment, setting up interest centers, and preparing needed materials and supplies.
- Supervise the classroom when the Teacher is out of the room.
- Help with the general housekeeping tasks in the classroom.
- Assist the Teacher in other ways as requested.
- Maintain a professional attitude and loyalty to the school at all times.
- Treat all children with dignity and respect.
- Attend all staff meetings and recommended training programs and conferences.
- Participate in professional organizations that work for the improvement of elementary education.
- Assist Teacher with implementation of appropriate early elementary education experiences.
- Attend school functions.
- Supervise all activities to ensure safety at all times.
- Report to Teacher any problem which may occur with the children.
- Observe record and report on the behavior of individual children as assigned.
- Help Teacher to supervise and promote activities designed to enhance the healthy emotional, social, intellectual, and physical development of children at grade level.
- Help to maintain a neat and organized classroom.
- Help children establish good habits of personal hygiene and manners.
- Help Teacher to supervise and promote activities designed to enhance the healthy emotional, social, intellectual, and physical development of children enrolled at the school.
- Other tasks as requested.

Education, Certifications, and Work Related Experience:

- Associate degree and 3 years' experience working with children in an educational environment.
- Native fluency in target language.

Technical Competencies and Skills:

- Be a mature individual.
- Have knowledge of developmentally appropriate practices in elementary education.
- Have the ability to conform to an established work schedule.
- Have effective interpersonal skills.
- Have the ability to communicate in a concise and effective manner.
- Have the ability to understand and follow instructions precisely.
- Have the ability to exercise tact, discretion, and confidentiality.

Working Conditions:

- Lift up to 40 lbs.
- Repetitive bending, stretching and stooping.
- Climb up and down stairs.
- Have mobility required to ensure the safety of the children.
- Work with children on the floor.
- Work outdoors in any variety of weather.
- Have visual and hearing capabilities that allow consistent supervision of children.
- Perform light duty cleaning.
- Light typing and word processing.
- ISL is an Equal Opportunity Employer. ADA requires ISL to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.