



**American School
of Bombay**

Our Mission

We inspire all of our students to continuous inquiry, empowering them with the skills, courage, optimism, and integrity to pursue their dreams and enhance the lives of other.

Job Description

Position:	Personal Teaching Specialist
Division:	Individualized Learning Services
Supervisor:	Divisional Principal
Contract:	Annual renewal contract
Compensation:	As per the salary scale

Position Summary:

The role of the Personal Teaching Specialist is to support the student that needs Optimal Learning support, by supporting the student's learning by scaffolding concepts and content. They are responsible for outlining a framework that meets the student's social and academic needs. The Personal Teaching Specialist provides additional instruction to create an optimal learning environment for the student.

They coordinate with homeroom and / or subject area teachers as well the individualized learning support team.

The ASB Mission and Core Values guide our work.

Responsibilities:

- Facilitate a program to support the student's learning.
- Provide differentiated support for the student while collaborating with mainstream teachers
- Implement interventions and accommodations for specified students that have been developed by learning support and classroom teacher.
- Develop and implement individual Student Support Plan (SSPs)
- Serve as a case manager.
- Maintain regular contact with classroom teachers regarding the student
- Conduct regular screenings or assessments of the student
- Collect, analyze, and collaborate with staff around student data, instructional practices and interventions
- Implement interventions and accommodations to match the individual needs of the student, either within the regular classroom or in a pull-out situation outside the classroom
- Maintain up-to-date records of assessment, planning, reports, conferences, and communication with parents.
- Attend grade or subject area meetings to collaborate with learning support teachers and classroom teachers.
- Provide written reports, letters and emails regarding students' programs, educational functioning, program participation and/or needs or concerns to parents and teachers
- Participate in ongoing professional development related to new research and developments in the field.

The Ideal Candidate Will Have:

- An understanding of applying the approaches to learning and demonstrated knowledge of integrating technology to enhance learning
- Excellent interpersonal and communication skills that promote collegial interaction
- Experiences teaching children with specific learning and communication difficulties
- Experience with an inquiry-based framework
- A minimum of three years of relevant teaching experience in a K-12 accredited school.
- Relevant Bachelor's degree from an accredited university and teaching certification
- Evidence of relevant professional development
- Knowledge of the Response to Intervention model preferred
- Able to use current technological tools for communication and instruction

The [Teaching Standards Framework](#) guide the responsibilities of an ASB Educator.

Core Values

We believe that...

Each person has equal intrinsic value.

People are responsible for the choices they make.

All people have potential for growth.

Internal motivation is the most powerful driver of learning and success.

A balanced lifestyle is the essence of well-being.

Mutual trust and respect are essential for healthy, enduring relationships.

Embracing our interdependence is vital for community to flourish

Practice, perseverance, and reflection are integral to a culture of excellence.

We are the trustees of our environment.

Child Protection and Safety:

The American School of Bombay promotes a safe and positive community and has a special obligation to protect students. All Employees are bound by the Code of Conduct and required to submit a government issued background verification. All members of the community are responsible for the safety and well-being of every child.

Note:

All American School of Bombay employees will have a job description which will outline responsibilities, specific duties and delineate lines of reporting. However, at times, an employee may be assigned a task that is not spelled out in their job description including a job customarily assigned to another individual. In such cases, it is essential that a collaborative spirit of collegial interaction is demonstrated. Supervisors will keep in mind the job description when assigning tasks and adhere to the spirit, if not the letter of the job description.