



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: Teaching Assistant
Division: Elementary School
Supervisor: Principal
Compensation: Commensurate with qualification and experience
As per salary scale - Annual renewal contract

Position Summary:

As a Teaching Assistant at the American School of Bombay, they provide instructional and administrative support for classroom and specialist teachers and assist by supervising students on field trips, recess, cafeteria. A primary purpose of the role is to provide differentiated instructional and social/emotional support to students in order to maximize their learning experience.

The ASB Mission and Core Values guide our work.

Responsibilities:

- Provide instructional support and individualized attention to students under teacher direction.
- Participate and supervise students in the extra-curricular activities such as musical programs, assemblies, exhibitions, after school activities etc. as assigned.
- Teach children in small and large groups
- Assist teachers in lesson planning and preparation
- Work collaboratively with your teacher and grade level team
- Conduct diagnostic and progress monitoring assessments of students
- Participate in planning and conducting parent conferences
- Communicate orally and in writing with parents regarding questions, attendance, homework, etc.
- Substitutes during teacher absences. (refer additional guidelines)
- Prepare instructional materials and displays
- Participate in classroom activities such as small group instructions, storytelling and projects.
- Assist in supervision of the students in the classroom, cafeteria, field trips, playground, hallways or other locations & activities as assigned.
- Share in non teaching duties such as supervision during non-instructional hours
- Reports discipline problems to Teacher or Principal.
- Perform such admin duties such as collecting supplies and attendance.
- Stock supplies, materials, operate audiovisual equipment and keep classroom material in order.
- Organizes material for the instructional day.
- Other unforeseen jobs as assigned Should demonstrate knowledge of current technology and a willingness to continue educational opportunities to keep current with developing technologies.
- Provide support in planning for the instructional use of technology

- Learns and provides training, if needed, on the use of various digital tools.
- Engage in curricular and pedagogical professional development opportunities on and off campus

The Ideal Candidate Will Have:

- Bachelor’s degree from a recognized college / university - required
- Prior experience in a Pre-K - 12 School
- Committed to working collaboratively with colleagues
- Excellent interpersonal skills
- The ability to communicate clearly and effectively with students, teachers, and parents
- Developmentally appropriate practice and pedagogy for elementary students
- An understanding of intercultural competency
- Prior experience with PYP / inquiry based learning preferred

[ASB Performance Standards for a Teaching Assistants](#) guide their responsibilities.

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.