



**Keystone Academy-Secondary school
Job Description
Secondary Learning Assistant
Reports to Director of Center for Student Development**

Role Description

To assist the English and Chinese teachers in achieving student learning objectives that promotes student success within and outside the classroom. This role should work under the direct supervision of Chinese/English teachers, as well as other subject teachers to support the classes. He/she will also need to communicate with parents on an occasional basis.

Duties and Responsibilities:

- Assist the teachers in student learning activities
- Assist with supervision of students within the classroom: individual students, small or large groups
- Assist with supervision in other school activities such as assemblies, emergency drills, and recess time, field trips. etc.
- Provide support to the educational program
- Provide individual or small group support for students with language needs or other special needs
- Assist with the organization/management of all curricular areas as directed by the teacher
- Provide support in compiling and preparing instructional materials (not the main focus)
- Monitor students during lunch, recess and drop off and pick up for the safety of students
- Develop rapport with students
- Provide positive self-concept/ role model for students
- Participate in grade level/staff meetings when appropriate
- Substitute teaching when needed



Other requirements:

- Understand and exhibit good judgment in interpersonal and human relations with colleagues, students, parents and community
- Understand and practice rules and regulations covering confidential and sensitive issues
- Observe Keystone Academy employment guidelines
- Participate in other duties as assigned by the Head of the Middle/High School

Qualifications:

Successful applicants should have:

- Bachelor degree or equivalent
- Relevant experiences in a school setting and dealing with young kids
- Good communication skills both written and oral in Chinese and English
- Good interpersonal skills, including with teachers, students and parents