



JOB DESCRIPTION

Elementary School Instructional Assistant

Position:

Elementary School Instructional Assistant

Reports to:

Elementary School Principal / Elementary School Associate Principal

Salary:

Competitive and based on the offered candidate's experience and qualifications.

Purpose:

Rabat American School (RAS) is hiring an Instructional Assistant who will be primarily responsible for assisting the classroom teacher as needed with student supervision, small group and individual instructional assistance under teacher guidance, and organizational support. The 'IA' is given feedback by the classroom teacher and evaluated by the Elementary School Associate Principal.

Responsibilities and Duties:

- Assist teachers to meet students' individual needs as assigned and appropriate.
- Provide small group instruction to learners. Lesson objectives and structure are collaboratively planned with the homeroom teacher.
- Assist students by providing examples, emotional support, a friendly attitude, and general guidance.
- Serve as a second set of hands, eyes, and ears, helping with general classroom management.
- Assist in performing general clerical duties (such as taking attendance, filing, organizing materials, etc) as well as preparing lesson materials (such as making charts, lists, posters, pulling resources, etc.) during non-instructional time.
- Walk to and pick up the class from all specialty classes.
- Support drop-off and pick-up by walking students to the bus or front gate.
- Ensure proactive playground and other supervision as assigned by administration or teacher.
- Operate educational technology (computer, iPad, document camera).
- Supervise activities where a teacher need not be present or is otherwise occupied.
- Assist with the entry of data into student reports online.
- Clean and care for classroom teaching materials.
- Provide translation/interpreting with families when necessary.
- Perform other duties as assigned by the Administrator/Teacher.



JOB DESCRIPTION

Elementary School Instructional Assistant

Professional Expectations:

- Participates in team meetings, collaborative planning with the homeroom teacher, and departmental professional development.
- Maintains cooperative, positive, respectful relationships with students, parents, and colleagues.
- Learns and applies RAS and school policies, rules, and regulations with good judgment in a variety of situations.

Qualifications Required:

- College graduate is preferable;
- Fluent in written and spoken English;
- Typing and computer skills;
- Working experience in a similar type of position, specifically experience working in an elementary school;
- Experience with children, especially in instructional settings;
- Understands and carries out oral and written directions.

If interested, please send your Resume, Cover Letter and three references to staffing@ras.ma with the subject line: "Instructional Assistant - Elementary"

Deadline to Apply:

November 8th, 2024.