



American International School of Zagreb

Accredited by the Middle States Association of Colleges and Schools
Authorized by the International Baccalaureate

1:1 Support Assistant Position Description

1. PURPOSE OF THE JOB

To support the inclusion and develop the independence of a Middle School student with physical support needs in their daily program.

2. MAIN AREAS OF RESPONSIBILITY

Supporting the student:

- Together with recommendations from the student's Physiotherapist/Physician and parents, update the yearly Individual Learning Program and meet on a regular basis with parents and occasionally with the students Physiotherapist/Physician.
- Facilitate a good learning environment for them, for instance providing the right settings during an examination, giving instructions to teachers in subjects where physical disability can be an issue, providing computers and other aids that could facilitate the learning.
- Facilitate the student's equal opportunity to participate in activities, for example sports activities, accessibility in general but also security wise, etc.
- Support with physical transitions, for example from one device to another (standing frame to wheelchair, walking frame to chair etc.)
- Support to get prepared for classes like PE
- Support with carrying objects if needed, for example the lunch plate
- Facilitate social interactions, for example reach their classmates during breaks
- Support maintaining concentration for longer periods of time in the classroom
- Structure and organize their days in school and after class
- Facilitate the growth of independence
- Support them to use their devices throughout the day

Supporting the teachers:

- Assist the teacher with setting up and maintaining an accessible classroom environment
- Assist the teacher in adapting resources to make the classwork accessible to the student

Supporting the school:

- Foster links between home and school
- Liaise, advise and consult with other members of the team supporting the student.
- Contribute to reviews of students' progress, as appropriate
- Attend relevant in-service training
- Be aware of school procedures
- Respect the confidential nature of the work being undertaken and any knowledge about individual student's personal and educational circumstances.

3. SUPERVISION

- To work in collaboration with teachers, under the supervision of the student's case manager, and the schoolwide student support services coordinator.

4. KNOWLEDGE, EXPERIENCE, TRAINING

It is expected that the Educational Assistant, through training and development will gain experience and/or qualifications in some or all of the following areas, some of which they may already have:

- Fluent level of spoken and written English
- Experience working with students or people with additional needs, in any environment
- Exceptional interpersonal skills
- An understanding of the classroom context

5. AISZ BELIEVES:

- That each Employee makes a significant contribution to our success
- That contribution should not be limited to the assigned responsibilities
- Therefore, this position description is designed to outline primary duties, qualification and job scope, but not limit the employee to only the work identified. It is the expectation of the School that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.