



American International School of Zagreb

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

Lower School Educational Assistant Job Description

Introduction to the AISZ Lower School

In the Lower School at AISZ, our talented faculty and staff are passionate about creating authentic learning experiences that are child-centered and personalized. We believe that children learn best when they feel challenged, encouraged, and nurtured. Guided by what research tells us are best practices, we prepare students through a rigorous, inquiry-based academic program from Pre-Kindergarten through Grade 5.

At the foundation of our program are the core academic disciplines of literacy, numeracy, science and social studies guided by AERO/Common Core/NGSS/C3 standards and supported by resources such as Units of Study from Teachers College and Everyday Math. In addition, we believe that art, counseling, music, and physical education are vital to educating the whole child. We also embrace the well-known benefits of language learning by providing instruction in Croatian and a family's choice of French or German. Further supporting children's development is an emphasis on social and emotional learning using Responsive Classroom to establish a caring community in which children feel safe and comfortable as they come together as learners.

AISZ takes safeguarding very seriously and we expect that all candidates complete our child safeguarding screening, background checks, and training. We also expect that references will be recent and that they will be contacted.

Lower School Educational Assistant Job Description

The Lower School Educational Assistants (EAs) play an integral role in the education of our students. They are responsible for working within their assigned division and/or department to support the learning, safety, and emotional well-being of students at the American School of Zagreb (AISZ). The expectations listed below are indicative of the broad set of responsibilities for this role. Additional tasks/duties may be assigned by the supervising teacher, divisional principal, or director.



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Professional Expectations

Support for Learning

- Assist teacher(s) in the delivery of the Lower School AISZ program and planned activities.
- Interact with and guide students during activities planned by a teacher (including during times of brief absence of the teacher).
- Assist teacher(s) in monitoring student's learning progress using appropriate tools as instructed.
- Assist teacher(s) in the conceptualisation and creation of teaching materials to enhance the learning experience in the classroom.
- Teach individuals and/or small groups of children under the direction of the classroom teacher to reinforce learning and concepts.
- Ensure the learning environment is well-organized, neat, and adequately stocked.
- Develop positive and professional relationships with students and faculty to support a conducive learning environment.
- Communicate effectively and confidently with colleagues, teachers, administrators, and students.
- Participate in professional development opportunities made available by AISZ as appropriate.
- Engage fully with a growth mindset with colleagues, teachers, and administrators.

Supervision and Student Care

- Ensure children's safety during designated times (i.e., before school, at breaks, between classes, during lunch, during recess, after school, during field trips, etc.).
- Assist teacher(s) and enforce protocols during times of emergency (i.e., during fire drills, during lockdowns, evacuation, etc.).
- Assist in monitoring for safety hazards in the environment (i.e., loose tiles, loose safety rails, sharp objects).



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Clerical Responsibilities

- Take initiative in preparing materials, checklists, and paperwork as assigned and required by the supervising teacher. This might include:
 - Photocopying to support teaching and learning
 - Inputting student data
 - Record keeping and filing
 - Collating material
 - Cataloging, preparing, issuing, and maintaining resources, equipment, and materials
 - Replenishing consumable supplies
 - Organizing and maintaining the shared classroom libraries

Desired Experience/Qualifications

- Experience with and a passion for working with early childhood and/or elementary-aged students
- A lifelong learner with a commitment to being an engaged member of a Professional Learning Community
- Excellent organizational skills with a strong degree of self-direction and motivation
- Positive, solution-oriented, enthusiastic, happy, adaptable, compassionate
- High level of maturity, confidentiality, and assertiveness with a calm, thoughtful approach to addressing issues as they arise
- Strong communication skills in both speaking and writing, and skilled in using tact and diplomacy in working with others.

Please apply directly via email: employment@aisz.hr

Please send the following:

- A current curriculum vita
- A brief letter of introduction specifying strength and reason for interest in AISZ
- The name and contacts of two referees as well as the name and contact information for your current head of school/supervisor/staff member
- [Statement of Suitability Form](#)



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- Combine all the above documents into a single PDF document and send it to employment@aisz.hr
- Use the following subject header in your email: AISZ, School Year - and the Position you are applying for (for example: "AISZ 2023/2024 - Lower School Educational Assistant")