



American International School of Zagreb

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

Upper School English as an Additional (EAL) Language Assistant Job Description

1. PURPOSE OF THE JOB

This position works in collaboration with the Upper School EAL Teacher to support students in the Upper School (Grades 6–12) who have an EAL profile. AISZ utilizes a Multi-Tiered System of Support (MTSS) Framework as we strive to develop skills and character for futures rich with promise.

2. DESIRED QUALIFICATIONS AND EXPERIENCE

It is preferable that the successful applicant will have experience and/or qualifications in some or all of the following areas:

- A bachelor's degree (or higher) in a field related to education (or currently enrolled in a university working towards a degree of this nature)
- A year of experience in a related field
- Native, or near-native (C1-C2), written and spoken English proficiency
- An enthusiastic commitment to inclusion and a demonstrated history of promoting inclusive practices in the school environment
- Police clearance and completion of required Child Protection and Safeguarding Training
- Local hire required

3. MAIN AREAS OF RESPONSIBILITY

Supporting the students:

- Work in collaboration with the US EAL Teacher to develop goals and report progress
- Work in collaboration with the Student Support Team to develop and deliver interventions for identified students
- Supporting student's inclusion in everyday school activities (Unity Trips, Community Block, Project Week., etc.)

- Pushing in to classes to clarify and explain class expectations or instructions to the students
- Motivating and encouraging the students as required
- Encouraging independence whilst being available to assist, when necessary
- Assist with WIDA assessments, as directed by the EAL Teacher when trained

Supporting the school:

- Work in collaboration with the US EAL Teacher to foster links between home and school
- Ensure teaching teams are fully aware of the goals for each student
- Liaise, advise and consult with other members of the team supporting the student
- Attend relevant training
- Be aware and able to implement school safety procedures.
- Respect the confidential nature of the work being undertaken and any knowledge about individual student's personal and educational circumstances.
- Participate in homeroom/advisory
- Participate in the duty rotation
- ASAs are not mandatory but optional with possible stipends

Supporting colleagues:

- Participate in our Professional Learning Community
- Implement resources developed by the EAL teacher to support the students
- Provide information about homework to each students' family
- Establish a supportive relationship with each student
- Encourage acceptance and inclusion of each student

4. SUPERVISION

To work in collaboration with teachers, under the supervision of the Upper School EAL Teachers and Schoolwide Student Services Coordinator

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.