



International Community School - Udon Thani

TEACHER ASSISTANT - KINDERGARTEN

Position Title: Teacher's Aide - Kindergarten

Reports to: Elementary Principal

Works with: Elementary Kindergarten Teachers

Personal Qualifications:

1. Is a committed Christian
2. Lives a Christ-like life in both word and action.
3. Prays for the school and staff
4. Is supportive of the school's foundational documents and mission

Responsibility: To assist the designated kindergarten classroom teacher so as to support the teacher and the students throughout the teaching and learning process. The kindergarten teacher gives specific directions to the teacher aide.

Examples of specific responsibilities may include, but are not limited to:

- Preparing teaching aids
- Making photocopies
- Reading with and listening to students read when requested
- Encouraging and comforting children
- Giving guidance in social skills, getting along with others, being kind, and practicing manners
- Accompanying students to specials
- Watching students at recess when requested
- Doing errands on campus
- Correcting tests using an answer key if requested
- Coordinating folders and items to send home
- Labeling snacks (if needed)
- Assisting students at lunch
- Keeping classroom tidy
- Helping with small group work as requested
- Preparing bulletin boards
- Preparing sleeping mats
- Sharing ideas with the teacher for field trips, special days, and children's needs

- Teach the class, if requested by principal, when teacher is sick
- The classroom teacher may also ask the TA to perform other supportive functions (within reason)
- Hours of work: The TA is expected to be at school while school is in session, from 7:30am to 3:30 pm, including orientation and in-service days

Professional Guidelines:

- Cooperates with the board and administration in implementing all policies, procedures, and directives governing the operation of the school.
- Maintains a clean, attractive, well-ordered work area.
- Supervises co-curricular activities when needed and supports the broader program of the school by attending co-curricular activities when possible.
- Participates in morning staff devotions, professional development, and other staff activities.
- Utilizes educational opportunities and evaluation process for professional growth.
- Knows and follows the procedures for dealing with emergency situations.
- Contributes to the improvement of the school program.
- Develops and maintains rapport with students, parents, and staff by treating others with friendliness, dignity, and respect.
- Submits respectfully and demonstrates loyalty to constituted authority.
- Represents the school in a favorable and professional manner to the constituency and public.
- Places the teaching ministry at ICS ahead of outside or volunteer work.
- Makes an effort to appreciate and understand the uniqueness of the school community and host country.
- Performs other duties that may be assigned by the administration.

ICS Professional Norms/Expectations:

Teamwork

- You not only do your own job well, but contribute positively to the success of others in your sphere of influence.
- You are willing to align with team goals over personal preferences; you can disagree but still commit to the team.

Build Community

- You build and promote positive relationships.
- You challenge gossip, slander and things that work against community, and instead promote only that which is useful for the building up of others.
- You forgive.

Resolve Conflicts

- You are a peacemaker; you seek to resolve and grow through conflicts rather than escalate or ignore them.
- You do not assume the worst from the start, but seek opportunity for clear understanding before forming a conclusion.

- You apply a biblical approach to interpersonal conflict, and encourage others to do so too.

Address the Root

- You identify and address the root causes, going beyond treating symptoms, and are persistent to revisit the roots even when the symptoms may have temporarily disappeared.
- You show maturity in discerning when issues are people or spiritually related, and follow biblical principles to address these underlying roots appropriately.

Ownership

- You understand whom you serve and the purpose of your work, taking appropriate ownership toward that purpose.
- You take responsibility for being part of the solution, and find appropriate, established channels to make the changes you seek.

Flexibility

- You discern when to adjust to changes in your environment, rather than fight them or dig in.
- You encourage continuous improvement rather than settling for “the way it’s always been done.”

Earn Trust

- You are known for accuracy and dependability in what you say and do.
- You invite accountability and hold yourself to high standards.
- You respond to communication, and do what you should do without reminders.

Show Humility

- You do not judge another’s weakness based on your own strength.
- You are quick to admit mistakes; you are able to see things from different angles.
- You are coachable.