

STAFF POSITION

HIGH SCHOOL LEARNING SUPPORT INSTRUCTIONAL ASSISTANT

JOB DESCRIPTION

Position Summary: The High School Learning Support Instructional Assistant plays a critical role in coordinating and supporting the implementation of assessment accommodations for students receiving Learning Support Services. The primary focus of this position is the organization, scheduling, administration, and supervision of accommodated testing, ensuring students receive approved accommodations in accordance with school procedures. In addition, the Instructional Assistant supports the daily activities, planning, and supervision of students in a variety of classroom settings and/or individual or targeted intervention sessions under the guidance and supervision of the Learning Support Specialist.

Primary Responsibilities:

- Coordinate all aspects of accommodated testing for High School students receiving Learning Support Services. This includes scheduling assessments, organizing testing locations, communicating with students and teachers, arranging proctoring coverage, maintaining testing records, and ensuring that approved accommodations are implemented consistently and effectively. Testing coordination is the central responsibility of this position.
- Liaise between teachers, students, and the Learning Support Services Department regarding the scheduling and proctoring of assessments to meet accommodations such as extended time and testing in a separate location, including serving as a proctor as needed.
- Assist LSS teachers when requested in daily classroom activity planning and supervision.
- Work with individual students or small groups of students to reinforce learning of material or skills as designed and prescribed by the teacher, including interventions.
- Help students master equipment or instructional materials assigned by the teacher, including computer technology.
- Guide independent study and intervention work established and assigned by the LSS teacher.
- Guide students in working harmoniously with other students in a variety of settings.
- Assist with large-group activities.
- Support students in other classrooms as determined by the LSS teacher.
- Help with progress monitoring of students as determined by the LSS teacher.
- Participate in in-service training programs as assigned.
- Maintain the same high level of ethical behavior, privacy, and confidentiality of information about students as is expected of fully certified teachers.
- Assist LSS teachers with administrative work including, but not limited to, sending emails to parents, scheduling meetings, taking notes during department meetings, creating spreadsheets, collecting signatures for confidential documents, and verifying student information.
- Attend departmental meetings when able and when attendance does not interfere with other assigned duties.

Schoolwide Responsibilities:

- Openly support and abide by all school policies and procedures.
- Model the ASD Values in interactions with the school community.
- Eager and willing to work in a collaborative team environment.
- Exhibit a professional attitude at all times.
- Demonstrate commitment to personal continuous professional growth and development.
- Represent ASD with students, parents, colleagues, and broader school community in a professional manner.

Required Qualifications:

- Minimum of a high school diploma.
- Excellent English speaking skills.
- The ability to inspire children through education.
- Full understanding and support of the school's philosophy.
- Prior experience in an educational setting is preferred.
- Google Suite familiarity is ideal.

Knowledge, Skills & Abilities:

- Ability to establish priorities, take initiative and maintain a flexible schedule.
- Highly organized, detail-oriented and able to multitask and function in a highly dynamic, service-oriented working environment.
- Ability to problem solve.
- Demonstrate a commitment to personal continuous professional growth and development.
- Develop and maintain effective working relationships.

Terms of Employment:

This position is classified as a non-sponsored support staff position. General working hours are from 7:45 am - 3:45 pm, Monday through Thursday and 7:45 am - 12:15 pm (on site) & 2:30 pm - 3:45 pm (flexible) on Fridays.

Friday is considered as a full working day for employees and the school reserves the right to schedule afternoon meetings and/or events where the employee's presence is required. Employees should plan to be available and ready to respond to work-related requests on Friday afternoons unless an approved leave of absence has been applied for and approved through the usual and customary leave request process in advance. Any absence on a Friday will be considered a full-day absence.

ASD employees are responsible for safeguarding and promoting the welfare of students. All employees agree to abide by all child protection policies and procedures and agree to participate in all child protection training as mandated by the School as a condition of employment.

Criminal background checks will be conducted on all candidates prior to confirmation of employment.



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