



American School Hong Kong (ASHK), a non-profit, college preparatory international school located in Tai Po in the New Territories opened in 2016 for students from Kindergarten (age 5) to Grade 6. The middle school division (Grade 7 and 8) was added in 2017. ASHK opened their first high school class with the adoption of a Grade 9 program in 2019.

Educational Assistants

Positions Available:

- Elementary School Classroom Educational Assistants
- Chinese Studies Educational Assistants
- EAL (English as an Additional Language) Educational Assistant
- Learning Support Educational Assistant
- Visual Arts Educational Assistant

Responsibilities

- Plan collaboratively with teachers in the development of curriculum units and lesson plans
- Support the teacher with instruction in the classroom
- Play an active role in students' educational, physical, and social development
- Observe and monitor students' performance and record relevant data to assess academic progress and provide feedback to teacher
- Supervise students in classrooms, halls, cafeterias, school yards, and gymnasiums, and on field trips
- Prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstrations in collaboration with the teacher
- Undertake administrative duties such as inputting student data; producing class lists and reports; record keeping, filing; collating material; and ordering supplies and equipment
- Attend team and staff meetings as requested

Requirements

- University Diploma preferred
- Experience working with children in education or childcare / playgroup setting
- Excellent IT skills including Office applications and Google Apps
- A positive, caring, collaborative team player with strong communication skills and ability to multi-task and prioritize

Application Procedure

Please specify which Educational Assistant position you are applying for and submit all documents in a single PDF file to jobs@ashk.edu.hk

- Cover Letter
- Current CV
- Contact details of three references

Start Date: August 1, 2020

Personal data collected will be used for recruitment purposes only. Please note that only short-listed candidates will be contacted.