



School: American School Hong Kong
6 Ma Chung Road, Tai Po, Hong Kong

Position: Learning Support Educational Assistant (4 months Contract)

Start Date: February 3, 2020

End Date: June 12, 2020

School Description:

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.

English is the language of instruction and communication at the school. The US Common Core and Next Generation Science Standards provide the framework for learning. Teachers integrate a 'STEAM' program (Science, Technology, Engineering, Arts and Mathematics) in the elementary and middle School divisions. The International Baccalaureate Diploma Program (IB DP) will be available for high school students beginning in 2021.

ASHK is operated by Esol Education, a premium international education organization, with 40 years of expertise in establishing and operating international American schools worldwide. Currently, 11,000 students attend Esol's ten schools across three continents.

Similar to all other Esol schools, ASHK has gained accreditation from the Western Association of Schools and Colleges (WASC) and The Middle States Association (MSA).

Learning Support Program at ASHK

ASHK is committed to providing support for students with special educational needs (SEN). As an inclusive school community, we recognize the value of a diverse student body. Students who are mid-level to high functioning in terms of their SEN profile, and are able to access the full range of programs offered at the school are candidates for admission to ASHK.

We anticipate that these students will have been previously identified through teacher and parent referrals. Typically, students will enter the school with an assessment already completed by an educational psychologist and an Individual Education Plan (IEP) will have been developed.

For students who did not present as having any particular special education need upon entry into the school, but were identified later after the admissions process was complete and the school year started, the school will initiate an assessment requirement with parents with the expectation that this will be completed in a timely manner so that an IEP can be developed.

The Learning Support team at ASHK currently serve approximately 10% of the total population with either in-class or pull out instructional support. Typically, the SEN students present with one of more of the following:

Autism spectrum disorder (ASD)
Attention deficit hyperactivity disorder (ADHD)
Social anxiety disorder
Development verbal dyspraxia
Sensory processing disorder
Speech and language impairment
Specific Learning Disabilities
Fine motor delay
Microtia (hearing)

The learning support teachers and educational assistants work with students in both a push-in and pull-out model. When the student is withdrawn from his/her regular class, that student will work with the learning support teacher or educational assistant in a dedicated classroom.

Learning Support Educational Assistant Job Description

The Educational Assistant will perform all duties associated with his/her position at such times and places as the Learning Support Coordinator may direct.

General Duties:

- To support the philosophy and pedagogical approach used by the School and to become thoroughly familiar with the curriculum associated with each assignment;
- To plan collaboratively with teachers in the development of curriculum units and lesson plans; and shape instruction appropriately so that it effectively motivates, inspires and challenges students;
- To play an active role in students' educational, physical, and social development;
- To prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstrations in collaboration with the teacher;
- To attend and contribute to all scheduled staff meetings and professional development activities;
- To perform supervision duties as assigned by the Principal at places such as the School's playgrounds, hallways, cafeteria;
- To assume a shared responsibility for pastoral care and the social and emotional welfare of students in the School;
- To participate in or observe activities organized to benefit students, parents and colleagues of the School;

Specific Duties:

- To provide programs, direct instruction and support to students with learning support needs under the direction of the learning support coordinator;
- To create and manage a caring, engaging, purposeful and stimulating environment which is conducive to children's learning;
- To work collaboratively with classroom teachers through observations and strategy development, in order to meet the needs of individual students;
- To work with the Student Services Team to handle incoming student referrals and facilitate the development of intervention plans for those students
- To support class teachers in the implementation of personalised learning practices;
- To work in partnership with teachers to implement aspects of learning plans for groups of students including leading small group instruction and adapting lessons for individual students under the guidance of their subject teachers;
- To manage groups or individual students ensuring differentiation of learning needs, reflecting all abilities.
- To work to remove barriers to underachievement for all students, particularly those with learning support needs.

Application Procedure:

The following application materials are required:

- Expression of interest
- A current CV with photograph and the contact details of 3 professional referees (at least one from a supervisor at your current school)
- One-page statement of educational philosophy as it pertains to learning support

Include all documents in a single PDF file and forward by email to:

John Jalsevac

School Director

American School Hong Kong

jobs@ashk.edu.hk