



American International School of Zagreb

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

Upper School Learning Support Teacher Position Description

1. PURPOSE OF THE JOB

This position entails designing, implementing, and providing interventions, as well as ongoing support for predominantly High School students (Grades 9-12) who have additional learning needs. 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 special and/or inclusive education
- A minimum of five years experience teaching students with additional needs
- An enthusiastic commitment to inclusion and a demonstrated history of promoting inclusive practices in the school environment
- Exceptional interpersonal and communication skills
- An understanding of personalized curriculum development and implementation

3. MAIN AREAS OF RESPONSIBILITY

Supporting the students:

- Develop goals and report progress for each student's Intervention Plan, Accommodations Plan, and/or Individual Learning Plan (ILP)
- Develop and deliver literacy interventions for identified students in collaboration with Language and Literature teachers
- Develop and deliver numeracy interventions for identified students in collaboration with Mathematics teachers
- Utilizing the SMARTS curriculum for the development of executive functioning skills
- Supporting each student's inclusion in everyday school activities (Unity Trips, P.E., etc.)
- Clarifying and explaining class expectations or instructions to the students
- Ensuring the students are able to use equipment and materials provided
- Motivating and encouraging the students as required
- Helping the students to remain on task, or to take an appropriate break, when necessary
- Encouraging independence whilst being available to assist, when necessary

Supporting the school:

- Foster links between home and school
- Ensure teaching teams are fully aware of the learning support and 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.

Supporting colleagues:

- Train staff in research based approaches to lesson design, assessment and differentiation models that promote inclusion and connection
- Participate in our Professional Learning Community and the implementation of recent recommendations to improve our Learning Support Program
- Developing appropriate resources 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 Principal 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.