



# American International School of Zagreb

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

## 1:1 Support Assistant Position Description

### 1. PURPOSE OF THE JOB

To support the inclusion and develop the independence of an Upper School student with physical support needs in their daily program.

### 2. MAIN AREAS OF RESPONSIBILITY

#### Supporting the student:

- Accompany and support the student throughout the school day, during classes and breaks.
- Facilitate a good learning environment for them, for instance providing the right settings during an examination, giving instructions to teachers in subjects where physical disability can be an issue, providing computers and other aids that could facilitate the learning.
- Provide 1:1 academic support and help with completing tasks during lessons.
- Support maintaining concentration for longer periods of time in the classroom.
- Facilitate the student's equal opportunity to participate in lessons, activities, sport, field trips, and emergency procedures.
- Facilitate access to social interactions with peers.
- Work collaboratively with the student and their family to organize school days and after school activities.
- Facilitate the growth of independence.
- Support with physical transitions, for example from one device to another (standing frame to wheelchair, walking frame to chair etc.)
- Support to prepare for classes like PE.
- Support them to use their support devices throughout the day.
- Together with recommendations from the student's Physiotherapist/Physician and parents, update the yearly Individual Learning Program and meet on a regular basis with parents and occasionally with the students Physiotherapist/Physician.
- Facilitate maintenance, adjustments and repairs of devices in coordination with parents, school maintenance team and physiotherapist.

#### Supporting the teachers:

- Assist the teacher with setting up and maintaining an accessible classroom environment.
- Assist the teacher in adapting resources to make the classwork accessible to the student.

**Supporting the school:**

- Foster links between home and school.
- Liaise, advise and consult with other members of the team supporting the student.
- Contribute to reviews of students' progress, as appropriate.
- Attend relevant in-service training.
- Be aware of school procedures.
- Respect the confidential nature of the work being undertaken and any knowledge about individual student's personal and educational circumstances.

**3. SUPERVISION**

- To work in collaboration with teachers, under the supervision of the student's case manager, and the schoolwide student support services coordinator.

**4. PREFERRED KNOWLEDGE, EXPERIENCE, TRAINING**

- Experience supporting people with additional needs, in any environment.
- Exceptional interpersonal skills.
- Maintain a positive mindset and a sense of humour and fun.

**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.