

## Job Description

### Beijing City International School

#### TITLE: Early Childhood Center Substitute Teaching Assistant (Sub-ECC TA)

**职位： 幼儿园临时教学助理**

#### QUALIFICATIONS: 任职要求:

1. Fluent in English & Chinese 中英文流利
2. Bachelor Degree in English 英语学士学位
3. Teaching qualification and experience preferred 教师资格证, 有教学经验者优先
4. Experience working with early childhood students preferred 有早教经验者优先

#### REPORTS TO: Early Childhood Center (ECC) Principal

**汇报对象： 幼儿园校长**

**JOB GOAL: To work as a member of the ECC team to provide support, both in and out of classrooms, for ECC students.**

**工作目标： 与 ECC 教学团队一起，在课堂内外为学生提供支持。**

#### RESPONSIBILITIES: 工作职责：

1. Promotes the values and mission of BCIS. 推广 BCIS 价值观和使命
2. Ensures school--wide policies are implemented. 确保履行学校政策
3. Promotes and maintains a positive working environment in the school. 推广并维持学校内积极的工作环境
4. Maintains open communication with staff. 与其他员工保持开放沟通
5. Assist the homeroom and specialist teachers with tasks in and outside the classroom that include, but are not limited to organizational duties for class, photocopying & laminating, the creation of materials, display work, assisting with classroom routines, ordering local materials, Video/photograph children's performances when directed by the teacher.

协助班主任和其他任课老师完成课堂内外的任务，包括但不限于：课堂组织、复印和塑封、材料准备、作品展示布置、一日常规、订购材料、在教师（班主任和其他任课老师）指导下用视频/照片记录学生表现。

6. Escorts and supervises children when moving around the campus. 陪同并监管学生在校活动
7. Work with small groups of students as directed by the teacher 根据教师（班主任和其他任课老师）安排，指导学生小组活动
8. Assist with documentation of student learning 协助记录学生的学习和成长表现
9. Supports children's language learning. 支持学生的语言学习
10. Assists teachers with translation and communication with parents and school---related business. 在家长与学校相关事务中，协助教师翻译和沟通
11. Refers all parent questions, comments and concerns directly to the appropriate teachers. 直接传达所有家长的问题和建议给相关教师
12. Assists children with toilet training/ diaper changing. 辅助儿童如厕训练和更换尿布
13. Assists the children during family---style lunches. 在家庭式午餐中协助儿童

14. Assists in completing necessary administration forms (Requisition, Transportation, etc.). 协助教师完成所需表格

15. Communicates needs with PM and security when needed. 在需要时与物业和安保部门进行沟通

16. Attends all meetings as required by the school administration. 参加学校管理层要求的所有会议。

17. Carries out substitution and supervisory duties, within established acceptable guidelines, as required by the school administration. 根据学校管理层要求, 按照规则承担替岗责任。

**WORK YEAR:** *Around 190 days per year. Salary to be established by Head of School with approval of Board.*

工作年限: 每年约 190 天。工资将由校长制定并由董事会批准

**EVALUATION:** *Performance of this job will be evaluated in accordance with Board Policies and Protocols.*

评估: 该职位的表现将按照董事会政策和程序进行评估。

NOTE: The above job description reflects the general requirements necessary to describe principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of the work requirements that may be inherent in the job, either at present or in the future.

备注: 上述岗位职责反映了该岗位的主要功能或职责的总体要求, 并不能被视为对该岗位要求的详细描述。

Aligned with the recommendations of the International Task Force on Child Protection, we hold ourselves to a higher standard of effective recruiting practices with specific attention to child protection.



Beijing City International School 北京乐成国际学校  
No. 77 Baiziwang Nan Er Road, Chaoyang District, Beijing 100022, PR China  
Tel: +86 10 8771 7171 Fax: +86 10 8771 7778  
北京市朝阳区百子湾南二路77号, 100022

Beijing City International School Early Childhood Center 北京乐成国际学校幼儿园  
No. 11 Dongbai Street, Chaoyang District, Beijing 100022, PR China  
Tel: +86 10 6770 0766 Fax: +86 10 8771 7778  
北京市朝阳区东柏街11号, 100022



我校遵从国际儿童保护工作组(the International Task Force on Child Protection)的建议, 在招聘环节秉承高标准: 格外注重候选人对儿童保护的认知。