

Job Description for Holiday Language Programme Class Assistant

The International School of Paris Holiday Language Programme offers an inclusive and diverse learning environment based at our Primary School campus.

Our programme attracts students from all around the world and is a great opportunity for them to improve their language skills by immersing themselves in our interactive and exciting classes.

Language immersion, in English or in French, happens in small groups that welcome children from ages 3 to 16.

Students learn through collaboration, practising focused vocabulary, working on grammar, creative arts and crafts activities, as well as outdoor sports and games.

Students create a weekly personal project linking language learning with their themed excursions in Paris.

Class Assistant :

- Makes sure the attendance book up to date and communicates to the appropriate administrative assistant
- Prepares documents for the class: photocopy, scan, laminator, cd's, tape player, overhead projectors
- Takes photographs (of the children or children's works), downloads and classifies them.
- Prepares and tidies room for the next day (empties water, cleans paints, arranges tables, arranges papers, cleans snack area, arranges materials used for the lesson in class and outside)
- Cleans, organizes, and stocks the supplies
- Files papers
- Helps the children to complete work when they have been absent for such classes as art or work that has lasted a long time
- Supports teacher and specialists in class (listens to the instructions, teacher states learning objectives and assessment criteria)
- Tries to anticipate needs and materials
- Understands the Units and Central Ideas.
- Has a general understanding of the class and grade level objectives and curricular direction and age level psycho-motor and age appropriate development.
- Assists teacher in delivering the appropriate IBO curriculum
- Helps Prepare Bulletin Boards, Calendars and Displays in accordance with the teacher or specialists, neat, straight, colorful, respect language and handwriting guides.
- Helps Teacher prepare for Open House, Parent-Teacher Conferences, Assemblies, Portfolios, and Reports.
- Is Pro-Active with Children's Behavior, anticipates problems.
- Is familiar with behavior modification techniques.
- Is fair and consistent

Contracts terms and conditions:

The position is based at the International School of Paris in the 16th arrondissement of Paris.
The position is full-time for a fixed-term contract starting July 1st, 2019 to July 26th, 2019.

It is essential for all applicants to hold a nationality of one of the European Union countries, or valid French working papers.

In the case of interest, please send a resume, a cover letter and details (including email address) of three professional referees to hlp@isparis.edu by May 30th, 2019.