

**The European School is pleased to announce the opening
for Teacher Assistant position**

The European School is an international CIS accredited school located in Tbilisi Georgia, offering to its students various educational programs – Georgian Program, IB (PYP/MYP/DP), American High School and Kindergarten.

Job Title: International Baccalaureate, **Primary Years Program Teacher Assistant**
Unit: IB PYP

Working Conditions:

- Works in office
- Standard working week – five days per week

Working Hours: 08:45-17:00

Working Days: From Monday through Friday

Break: 30 minutes

Work Address: European School, 2 I. Skhirtladze Street, Tbilisi

The Purpose of the Position: Providing PYP teachers and students with technical assistance; under her competence, ensuring students' safety.

Duties and Responsibilities

- Attending classes and providing teachers with technical assistance; making copies of class material and delivering them to the teacher so that the lesson can proceed without delays;
- Assisting students with group work during a class, if necessary;
- Guiding students from class to class in a safe and organized manner;
- Guiding students to the cafeteria and supervising them;
- Supervising students during extracurricular activities and field trips; ensuring their safety;
- Monitoring and organizing students' paperwork;
- If necessary, communicating with parents and informing them about students' academic progress;
- At the end of the semester, informing the Coordinator about the work conducted;
- Under her competence, ensuring students' safety;
- Fulfilling other tasks under her competence assigned by the immediate supervisor.

Qualification:

Education

- General Education

Experience

- Work experience in general education is preferable.

Knowledge, skills, and abilities

- Excellent command of English Language

Computer Skills

- MS Office, Outlook

Personal Skills

- Communicative
- Punctual
- Caring
- Detail-oriented
- Attentive
- Organized

If you think you meet all the requirements and are ready to work in a friendly environment, please send your CV : marina.chelidze@europeanschool.ge

If you are interested in this position, please send your resume (CV) at: marina.chelidze@europeanschool.ge till August 15, 2020. Please, indicate in the subject line the position you are applying for, otherwise your resume will not be considered.

By sending your data, you understand and accept that the organization might collect, process and store submitted information (your CV) for the purpose of your employment within the scope of Law of Georgia on Personal Data Protection. Personal data will be solely used for the purpose stated above and it will not be transferred to the third party without your consent.