

**The European School LTD is pleased to announce the opening
for an International Baccalaureate Primary Years Programme Teacher Assistant**

The Purpose of the Position: Providing PYP teachers and students with technical assistance; under her/his 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/his competence, ensuring students' safety;
- Fulfilling other tasks under her/his competence assigned by the immediate supervisor.

Qualification:

Education

- General Education

Experience

- Work experience in general education is preferable.

Knowledge, skills, and abilities

- Convention on the Rights of the Child
- Excellent command of English Language

Computer Skills

- MS Office, Outlook

Personal Skills

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

If you are interested in this position, please send your resume (CV) at: vacancy@europeanschool.ge till February 25, 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.