



IVY GLOBAL
SCHOOL

IVY PREP
Success starts here

K-12 AMERICAN VIRTUAL SCHOOL
IVY GLOBAL SCHOOL

IVY GLOBAL SCHOOL - TEACHING ASSISTANT

JOB DESCRIPTION

I. General information:

We are looking for enthusiastic Teaching Assistants to assist our teachers in planning and running an effective class where each student's need is met with the help of education technology.

Job title	Teaching Assistant (Online)
Department	Academic - Ivy Global School
Scope of responsibility	Manage class and provide guidance to students on online learning systems during live-class hours.

II. Benefits:

- A salary ranging from 35.000 to 50.000 VND per hour depending on your qualification and commitment
- Become part of Ivy Global School community of education professionals
- Receive trainings on designing and using the most innovative education technology in classrooms
- Receive trainings on teaching and managing a class from Ivy Global School - Academic team

III. Responsibility:

Responsibility	Expected outputs
1. During class hours An Teaching Assistant is expected to:	



<ul style="list-style-type: none"> - Checking attendance and report to Zalo group for parents - Collaborate with teacher to plan lessons - Assist teachers in managing class according to the learning model - Ensure students make good use of the class hours to fulfill the expected learning outcomes - Complete the class report. 	<ul style="list-style-type: none"> - Successfully meet all the requirements and codes of conduct. - Successfully complete all trainings related to the operation of classes
<p>2. Outside class hours</p> <p>An Teaching Assistant is expected to:</p> <ul style="list-style-type: none"> - Work with Teacher before class to agree on class structure and operation. - Participate in training courses related to the conduct of Class sessions and weekly meetings with academic staff. 	

IV. Job-holder qualification:

#	Requirement	Description
1	Degree	<ul style="list-style-type: none"> - Current students or graduates of universities - University degree in English Language is preferred
2	Certification	<ul style="list-style-type: none"> - If not a native speaker, have an International Certificate of Language Proficiency: TOEFL 60 or above; IELTS 6.0 or above
3	Experience	<ul style="list-style-type: none"> - Experience in teaching assistance or teaching English preferred
4	Knowledge	<ul style="list-style-type: none"> - Knowledge of class management, computer use and group activity organization.



5	Skill	<ul style="list-style-type: none"> - Class management - Communication & collaboration - Technology-savvy
7	Personal quality	<ul style="list-style-type: none"> - Honest, energetic, dedicated - Willing to learn and grow - Highly committed to improving students' learning and experience - Highly committed to the center/company's goals and the Teaching Assistant's role

V. Key Performance Indicators

- Classroom observation
- Students' performance results
- Students' feedbacks
- Teachers' feedbacks
- Students' re-enrolment rate
- Professionalism (being on time; being well-prepared for lessons; no short-notice cancellation of classes etc.)

VI. Range

Range	Scope of work	Requirement
25.000/ hour	Admin Support for Academic Department: <ul style="list-style-type: none"> - Learning Support - Sending report - Checking recording - Checking attendance - Other ... 	Join training for an online platform, academic training from the school for different duties.
50.000/ hour	Teaching assistant in class, including:	Join training from the Academic Department about



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	<ul style="list-style-type: none">+ Checking attendance, sending message to Zalo group+ Supporting American Teachers in class+ Supporting special students in class+ Completing TA report after class	<p>class's duties. Advance skills for Zoom.</p>
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