

SIS Summer Program - Staff Descriptions

Unit assistant (UA)

Our Unit Assistants will work closely alongside Activity Leaders and Classroom Assistants to ensure their respective group of students learns and has fun in a safe environment.

You will be provided with a daily schedule to follow. In addition, there is a one-day, pre-program orientation session that all Unit Assistants must attend.

Your primary responsibility as the Unit Assistant is to be in charge of logistics for a specific age-group/unit of students, including ensuring that students arrive at all activities safely and on time, supervision, lunch order, taking attendance, and supporting the Activity Leaders as necessary.

Daily duties begin with a staff meeting with the Program Director. You will then meet with your teams in their classrooms and go over the daily schedule, monitor the morning registration process, and greet students and parents as they arrive. You will also help with "crowd control" during the morning and afternoon homeroom activity periods.

As well as being able to lead a small team, you should be familiar with general daily school routines in order to make the camp flow smoothly. Good organizational skills are essential. In addition, we welcome those that have strong communication skills and boast outstanding interpersonal abilities.

Unit Assistant Responsibilities:

- Supervise your student groups to ensure all students are learning in a safe and productive environment.
- Help organize supplies and resources for each unit you work with.
- Ensure the classrooms are clean and orderly.
- Ensure the students are being well taken care of and assigned duties are completed, manage work schedule including appropriate break periods.
- Assist and monitor registration and homeroom activities for several groups.
- Report any issues or feedback to the Program Director.

Unit Assistant Requirements:

- Bachelor's degree in teaching or relevant educational field.
- A minimum of 2 years experience at the respective school.
- Robust knowledge of educational procedures.
- Outstanding communication skills.
- Well-organized with excellent leadership abilities.
- Exceptional interpersonal skills.
- High proficiency in both English and Chinese preferred
- Positive attitude.

Compensation:

- Basic salary (according to the contract).
- Free lunch included.
- Free tuition for your children to attend the Program.