



# West Nairobi School

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## Teacher Assistant

- To assist the operations of the WNS computer lab and computer classes.

Direct Supervisor: Elementary Principal

## Basic Qualifications:

- Have a consistent Christian lifestyle
- Grade 12 Diploma,
- Post-Secondary education or training in education is an asset
- fluent in English
- Agreement to the West Nairobi School Statement of Faith
- Appropriate interpersonal and social skills when relating to students, parents, and other teachers
- Effective communication skills with students, parents, and staff

## Duties to Include:

- Assist classroom teacher with the delivery of the education program
- Supervise students in class, during recess and transition times.
- greet all parents, visitors, students, & staff in a professional, polite manner
- Assist administration as needed
- Maintain confidentiality of staff, school, and student information
- Demonstrate character qualities of enthusiasm, courtesy, flexibility, integrity, kindness, self-control, perseverance, and punctuality
- Meet everyday stress with emotional stability, objectivity, and optimism
- Develop and maintain positive rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration
- Demonstrate loyalty to assigned authority
- Maintain a personal appearance that models cleanliness, modesty, good taste, and is in agreement with school dress policy