



# West Nairobi School

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Nairobi, Kenya

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Network of International  
Christian Schools

REF: January 2019

## Teacher Assistant

- To assist the operations in elementary classrooms.

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.