



Prepare, set up, and clean up science equipment for student and/or teacher use.

Take responsibility for safe chemical storage, preparation, laboratory set-up, cleanup, and disposal.

- ! Prepare and set up materials, display boards, posters, and related items for science class activities and student product displays.
- ! Assist in facilitating instructional activities.
- ! Supervise and support students to engage in classroom activities.
- ! Take on teacher role when assigned.
- ! Supervise students at recess and/or lunch.
- ! Follows guidance and day-to-day directions from the MS Science Head of Department.
- ! Work and interact cooperatively and professionally with parents, students and all colleagues.

Seek to clarify questions and concerns, addressing them directly to those involved whether team member, teacher, or supervisor.

- ! Perform general clerical duties related to the position such as filing, photocopying, data entry (inventory), filling out work requests and materials orders, etc.
- ! Lead or co-lead MS Exploratory courses.
- ! Attend Open School and Conferences as requested.
- ! Perform other job-related duties of comparable importance, difficulty and responsibility as required.
- ! Other duties as assigned.

A B :

- ! That each employee makes a significant contribution to our success,
- ! That contributions should not be limited to the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee nor SAS to only the work identified. It is the expectation of

Shanghai American School, in keeping with our core values and vision statements, has a Child Safeguarding Policy that guides our faculty, staff, and families in matters related to the health, safety and care of children in attendance at our school. By accepting employment at SAS,