

Job Description

Inclusion Learning Assistant

Our Mission:

To inspire and challenge every learner to reach their full potential and become curious, independent, and compassionate citizens of the world.

Our Core Values:

- **Commitment to Excellence** - We tackle challenges willingly and persevere in order to succeed.
- **Compassion and Integrity** - We care for, respect, and value one another
- **Strength in Diversity** - We embrace our differences, enrich our community, and make meaningful connections, ensuring our global mindedness.
- **Innovative Spirit** - We are creative and curious learners, empowered to adapt to a rapidly changing world.
- **Lasting Impact** - We contribute to a sustainable future by taking care of our planet and leaving our environment better than we found it.

Our Definition of Learning:

Learning is a journey of authentic discovery to develop understanding, skills, and character. This includes four principles:

- Learning is **Iterative** - We learn through our mistakes, providing us opportunities to be creative and find solutions.
- Learning is **Exciting** - We learn when we are inspired, challenged, and active.
- Learning is **Meaningful** - We learn and grow when we apply our knowledge, skills, and understandings to real-world situations.
- Learning is **Social** - We learn through sharing, interacting, and collaborating

ISP Child Protection Policy Statement

Schools strive to ensure that all children in their care are afforded a safe and secure environment in which to grow and develop. Child abuse and neglect are violations of a child's human rights and are obstacles to the child's education as well as their physical, emotional, and social development. Child abuse and neglect are of growing concern in schools throughout the world.

The International School of Panama, in keeping with our core beliefs and mission statement, has adopted a Child Protection Policy that will empower students, families and staff in matters related to the health, safety and care of children in attendance at our school.

This Child Protection Policy is the school's commitment to do our utmost to prevent and protect children from abuse. It is a statement of intent that demonstrates the school's commitment to safeguard children from harm and makes clear to all its members what is required in case of a known or suspected case of abuse. All ISP faculty, staff, and employees, as well as all students, parents and other relevant community members and service providers associated with the school (the "ISP Community"), have a legal obligation to report suspected incidences of child abuse or neglect whenever they have reasonable cause to believe that a child has suffered or is at risk of suffering any type of abuse regardless of the location where the abuse takes place.

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You can find detailed information on our Child Protection Policy at isp.edu.pa

Inclusion Learning Assistant at ISP

Inclusion Learning Assistants support students with high needs by promoting learning and inclusion across classrooms and social settings. They foster student independence in academics, social interaction, functional skills, and problem-solving.

Working under the guidance of the Inclusion Lead Teacher—who designs Individualized Educational Plans (IEPs)—and in collaboration with general education teachers, Inclusion Learning Assistants implement targeted interventions and instructional strategies aligned with each student's goals.

As the adults most consistently present with students throughout the day, they advocate for student learning and belonging. They are responsible for collecting data on student progress and regularly sharing observations with the Inclusion Lead Teacher and other stakeholders. Ongoing collaboration ensures student support plans remain responsive, effective, and aligned with student needs.

Inclusion Program at ISP

ISP is committed to being an inclusive school that supports the diverse learning needs of all students. The Inclusion Program serves neurodivergent learners who benefit from more intensive academic and social support. Students in the program may need help with academics, behavior, communication, social interaction, or adaptive skills.

While students are full members of their homeroom classes and participate alongside their peers as much as possible, they also have access to a quieter working space when needed. This setting allows them to focus with fewer distractions and work on personalized goals aligned with their individual learning plans.

- **Reports to:** Division Principal or Coordinator of Student Services
- **Collaborates closely with:** Inclusion lead teacher, homeroom and content area teachers, specialists, administrators, and the Department of Student Services.

Responsibilities: (Including but not limited to)

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1. **Classroom Responsibilities:** To provide learning opportunities for every child relative to his needs, abilities, and stages of development establishing effective relationships with students based on mutual respect, recognizing the individuality of each child, ensuring an effective and challenging learning environment, and ensuring the classroom is an attractive and welcoming place.
2. **Planning, Curriculum, and Organizational Responsibilities:** To promote authentic and meaningful learning experiences by starting with the end goals in mind. Use effective instructional strategies to make learning interactive, exciting, meaningful, and social. Develop and manage classroom resources. Provide students feedback to support their academic and social-emotional growth. Use standards to guide evaluation of student work, and record results to provide an accurate assessment of student achievement.
3. **Professional Development Expectations:** To embrace a growth mindset by keeping up-to-date on best practices, engaging in teacher development opportunities, participating in in-service courses, attending professional meetings as scheduled by Leadership, seeking out and using feedback from coaches and administrators, and participating in the ISP professional learning cycle as outlined in the evaluation process.
4. **Community Expectations:** Engage with our ISP community by sharing updates on the progress and development of the students in the teacher's care, as well as important events happening in the classroom. Find opportunities to meet with parents, caregivers, and guardians to discuss the progress and development of the students, and collaborate to support the child's specific needs, interests, and passions. Connect with our larger community by attending PTA events, athletics events, and various student performances

What you will do: Day-to-day tasks:

As an Inclusion Learning Assistant, you'll support assigned students across classroom, small-group, and 1:1 settings to promote academic, social, and emotional growth. In close collaboration with the Inclusion Lead Teacher and classroom teachers, you will:

- Implement accommodations, interventions, and instructional strategies aligned with students' individualized learning goals and classroom objectives
- Support behavior and social-emotional development
- Prepare materials and adapt tasks to promote student access and engagement

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- Collect and track data to monitor progress and inform adjustments to support plans
- Maintain daily communication logs to update families on student performance
- Participate in team and family meetings to share insights and collaborate on next steps
- Co-plan and co-teach with teachers as needed to support inclusion in the classroom
- Help create a respectful, inclusive classroom environment that supports all learners
- Step in as a substitute for other students or roles within the division when needed
- Perform other duties as assigned

What you bring: Characteristics this candidate needs to possess to excel in this position.

- Highly effective collaboration, innovation and creativity
- Resourceful and adaptive attitude; willingly embraces change, growth and learning
- Organization, time management, and problem-solving skills
- A high degree of professionalism
- Commitment to participating in the whole school experience
- Commitment to fostering joy as an authentic and important part of the learning process for students and staff
- **Social Emotional Learning, Wellness and Student Leadership:** As an integral part of The International School of Panama, we are committed to fostering a nurturing and inclusive environment that values character development, social-emotional learning (SEL), wellness, and student leadership. We are seeking individuals who not only possess the necessary qualifications for the role but also bring a deep understanding and experience in promoting SEL, wellness initiatives, and facilitating student leadership development. Successful candidates will actively contribute to our mission of empowering students to thrive academically and personally by incorporating these topics into their work.

Qualifications: Necessary skills, knowledge, and experience to perform the job.

- Experience in Learning Support and/or at the Elementary School level
- Bachelor in Education or Psychology or in relevant subject
- High level of English proficiency
- Cross cultural sensitivity and an international mindset
- Previous experience in an international school is desirable.

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