



# RUAMRUDEE INTERNATIONAL SCHOOL

## RATCHAPRUEK CAMPUS

999 Moo 4 Bang Kruai-Sai Noi Road, Mueang Nonthaburi, Nonthaburi 11000 THAILAND  
T: +66 (0)2 030 0533 | M: +66 (0)91 105 9000 | E: recruitment.r@rism.ac.th | W: ratchapruek.rism.ac.th

Position	PE Instructional Assistant	Report to	Head of School
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### General Description

A PE Instructional Assistant is primarily responsible for assisting the PE Teacher with the teaching and learning that is happening in the PE class. The PE Instructional Assistant must therefore ensure the safety and well-being of all students under his/her supervision at all times. It is expected that the PE Instructional Assistant will work collaboratively with PE teacher(s) to maintain an environment where the students' and teachers' needs are met equitably. It should be further understood that although the PE Instructional Assistant's responsibilities are multiple and varied, unexpected emergencies or circumstances may arise that require him/her to perform additional duties, as assigned by the Head of School or PE Teacher.

### Position Details and Responsibilities

- Completes a variety of administrative tasks for the Head of School or PE Teacher including: managing an extremely active calendar of appointments; completing reports; composing and preparing correspondence that is sometimes confidential; arranging meetings and preparing agendas; and compiling documents for related meetings.
- Maintains and updates PE equipment, storage, and inventory, to be reviewed periodically, and reports any damage or repair needs, both facilities and equipment, to PE Teacher.
- Completes a weekly maintenance schedule for the Fitness Center (checking equipment for safety and ensuring smooth operation).
- Assists with a first aid emergency if one should arise.
- Assists the PE Teacher with the ordering of physical education equipment.
- Assists Athletic Director with maintenance & set-up of facilities for practices, games & tournament.
- Demonstrates knowledge of classroom content and pedagogy in order to assist with the teaching and learning in the PE class.
- Helps with providing differentiated learning experiences for students, as directed by the teacher (i.e., working with individual students or small groups).
- Understands and supports the classroom management procedures, routines, and philosophy.
- Demonstrates understanding and sensitivity to the academic, physical, social, and emotional needs of the age group.
- Assists with the development of a nurturing environment of respect and rapport, both within and outside of the PE class.
- Actively shows initiative and/or seeks direction and help with regard to assisting with the teaching and learning in the PE class.
- Interacts respectfully with all RISR community members and communicates with colleagues in a constructive, honest, and positive manner.
- Demonstrates understanding and initiative surrounding the use of technology and relevant software programs.
- Participates regularly in an assigned duty roster rotation before school, during morning and lunch recesses, as well as during periodic afternoon recess times.
- Closely monitors and interacts with students while on the playground to ensure student safety. Reports any incidents that may jeopardize student safety to the Homeroom Teacher, ES Principal, or Assistant Principal.
- Maintains strict confidentiality of all student records and teacher conversations.
- Enforces and ensures compliance with school regulations pertaining to security, safety, and the proper usage of school property.
- Ensures compliance with all school policies and procedures as they relate to the Instructional Assistant's job responsibilities.

### Position Details and Responsibilities

- Assists with the preparation of learning materials (e.g., photocopying, laminating, labeling, bulletin board setup, ordering supplies, etc.).
- Attends the school seminar, activities, and training.
- “The Section/Department Meeting”, chaired by the Head of School or PE Teacher to review the performance and to be briefed on upcoming projects.
- “Staff Meeting”, chaired by HR and attended by all staffs, to be updated on the most current operational issues, new School Policies, etc..
- Performs other duties as assigned.

### Qualifications and Attributes

- A bachelor’s degree, preferably in education
- Teaching License (preferred)
- Experience supporting teaching and learning in a school setting
- Excellent spoken and written English language skills
- For non-native speakers, an English Language Proficiency score from one of the following:  
TOEFL®: iBT 80, CBT 213, or PBT 550  
TOEIC 690  
IELTS 6.5
- Practical knowledge of IT equipment and software to support learning