



- Encourage an active learning space in which students can make and clean up messes, collaborate enthusiastically, and explore what it means to be an IB Learner per the Learner Profile.
- Plan ahead to maintain supplies of materials useful for projects, and liaise with learners and teachers in anticipating or responding to the needs of each.
- Maintain supportive positive relationships with all learners and adhere to our AISM Child Protective Policy.

**Support for teachers:**

- To always be available during the school's contractual hours to support learners when PIE room space and/or material will support or extend planned learning activities.
- To openly and regularly communicate with teachers about their interactions with learners in order to highlight successes, share concerns about progress, and/or to respond to behavior inappropriate to or unsafe in the space.
- Modeling a professional manner at all times – alert, on-task, and interested in what learners are engaged in.

**Support for the school:**

- Supervising the PIE room and maintaining the PIE Room facilities including materials and supplies.
- Coordinating with the Information Technology Office to ensure the timely maintenance, purchasing, and inventory of design technology equipment
- Liaise regularly with MS & HS Vice Principals on learning progress and behavior information
- Support the College Counselor in the supervision of College Board exams as needed as Alternate Supervisor. This will include ~10 Saturdays throughout the school year.

**AISM BELIEVES:**

- That each employee makes a significant contribution to our success.
- That contribution 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 or AISM to only the work identified. It is the expectation of the School that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.

