**Learning Support Assistant Agreement**

It has been deemed by the school that your child, **Leo (Jiaye) Xu** requires a full-time Learning Support Assistant (LSA) to support Leo to progress in is learning at YCIS.

Learning Support Assistant’s Responsibilities

* Arrive to class at designated time
* Attend designated class and specialist lessons with the student, and lunchtime or play time if needed – alternate breaks will be scheduled for the Assistant, if required.
* Translate, interpret or clarify the teacher’s instructions in the classroom.
* Support the student according to the specific directions of the supervising teacher.
* Communicate directly with the class teacher, who will maintain responsibility for all communication with the parent/s regarding the student’s progress and any areas of concern.
* Communicate directly with the parents regarding issues such as absences, payment and any short or long-term changes made by the school to the support schedule.
* Communicate absences with the classroom teacher or Head of Student Support, giving adequate notice.
* Abide by the YCIS employee Code of Conduct
* As part of the YCIS Child Protection policy, the Learning Support Assistant is not permitted to take photos or videos of any child with his/her personal device.
* Take part in any training that is deemed relevant by the school *(See LSA Policy and Procedures)*
* Once the LSA has agreed to a support schedule, the LSA must stay committed to those support hours and not accept any other work that conflicts with their LSA timetable and duties.

Co-Teacher Responsibilites

* Communicate emotional, behavior and academic needs/progress to the parents.
* Monitor the effectiveness of the Learning Support Assistant.
* Communicate daily with the Learning Support Assistant, giving feedback as necessary.
* Direct the Learning Support Assistant with appropriate behavior/emotional strategies and academic activities.
* Communicate changes in class scheduling to the LSA.
* Maintain the *Record of LSA Observations*
* Provide regular feedback to Head of Student Support regarding performance of LSA.

Parent’s Responsibilities

* Negotiate fair remuneration for services provided by the Learning Support Assistant (the school will not be involved in this in any way).
* Discuss all academic and behavioural progress and concerns with the co- teachers directly.
* Inform the Learning Support Assistant in advance of any current or impending absences from school.
* Should the parent wish to replace the Learning Support Assistant, it should be arranged without gaps in service, and the Head of Student Support should be informed immediately.

Requirements and Additional Information

* The school must meet and approve the Learning Support Assistant prior to him / her starting at YCIS Pudong
* The Learning Support Assistant must be available for flexible and changing scheduling, depending upon the student's needs.
* There will be an initial trial period to be determined by the school, followed by a review meeting to determine the success of this arrangement.
* All information/observation regarding all other class children, teachers and YCIS intellectual property is strictly confidential and should not to be discussed with any other persons.
* The school, the parents and the Learning Support Assistant have the right to terminate an arrangement at any time, with reasonable advance notice to all parties (minimum of 2 weeks).
* The actual daily schedule (including break times) will be determined by the Head of Student Support in consultation with the class teachers.
* The LSA will need to accompany Leo on any field trips scheduled off campus.

IMPORTANT NOTE about communication:

Academic progress is not typically communicated on a daily basis. Nor should it be in the case of an LSA being present. Academic progress is communicated to parents by the classroom teacher through:

* Seesaw
* Parent Teacher Interviews
* Diary Notes
* Emails

Acknowledgement Page

My signature confirms that I have read and understand the *Learning Support Assistant Agreement and Learning Support Assistant Policy* and that I agree to terms contained therein.

Parent’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LSA Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LSA Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**学习助教协议**

经过学校的考量，您的孩子：**Leo (Jiaye) Xu**，需要一位全职学习助教（以下简称LSA）。用以支持Leo，在上海耀中学习中取得进步。

学习助教职责：

* 每天准时到校。
* 与学生一起参加各类课程，如有必要，还需一同加入午餐或课间休息。如有需要，学校将为LSA安排轮休时间。
* 对老师在课上的指令向学生翻译、解释及说明。
* 根据执教老师具体指令对学生提供个性化支持。
* 与班级老师保持沟通。（班级老师仍将负责与家长沟通有关学生的发展和其他各类问题）
* 与家长保持沟通。如：学生缺勤、课时费以及任何学校对支持计划短期或长期的变化。
* 学习助教老师应提前告知班级老师和学生支持负责人，他/她的请假需求。
* 遵守学校员工守则。
* 根据学校制定的儿童保护政策，学习助教不得用私人设备拍摄学生照片及录像。
* 按照要求参加学校相关培训（参照学习助教工作政策和流程）。
* 学习助教须严格遵守并执行学生支持日程表，并且不得参与和该时段有冲突的其他工作。

班级老师职责：

* 与家长沟通学生在情绪管理、行为及学术方面的需求/取得的进步。
* 监督学习助教工作的有效性。
* 与学习助教保持沟通，并给予必要反馈。
* 指导学习助教，提供适当的行为/情绪管理的策略和学术活动。
* 及时告知学习助教班级课表的变动。
* 对学习助教做好观察记录，并存档。
* 定期向学生支持部负责人反馈学习助教的日常工作表现。

家长职责：

* 协商并给予学习助教提供其服务的公平报酬（学校不会以任何方式参与）。
* 直接与班级教师讨论所有学业和行为规范方面的进步或问题。
* 学生如有请假缺课，家长应提前通知学习助教。
* 如果家长希望更换学习助教，应及时告知学校支持部门负责人，并确保在此期间，学习助教不间断。

要求和其他信息

* 学习助教在进校工作之前必须获得学校的批准和面谈。
* 学习助教必须能够根据学生的需求作出灵活的时间安排。
* 学校将决定一个试用期期限，并在随后举行一次回顾会议，以确定这一安排是否有助于学生取得进步。
* 所有关于班级其他学生、教师和耀中知识产权的所有信息/观察结果都是严格保密的，不得与其他任何人讨论。
* 学校、家长和学习助教有权随时终止此项安排，但应至少提前两周通知各方。
* 每日时间表（包括休息时间）将由学生支持部负责人与班级老师协商确定。
* 学习助教需要陪同Leo参加学校组织的外出考察活动。

关于沟通的**重要**注意事项：

学业进展一般不会每天向家长通报（包括有学习助教的情况下）。班级老师通过以下方式与家长沟通学生学习情况：

•Seesaw

•家长教师见面会

•每日家校联系

•电子邮件

**确认函**

*我签字确认我已阅读并理解《学习助教协议》和《学习助教政策》，并同意其中包含的条款。*

家长姓名：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 家长签名：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

日期：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

学习助教姓名： \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 学习助教签名：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

日期：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_