

The Academic Intervention Assistant is an assignment that supports teachers and students in a regular or pullout classroom setting. The Academic Intervention Assistant supports teachers through a variety of duties including assisting with instructional support, supervision of students, and clerical tasks such as copying and filing.

**Chain of Command**

The Academic Intervention Assistant works under the supervision of a certified teacher and reports to the Principal of the school.

**Competencies Academic Intervention Assistant**

- Strong written and verbal communications skills
- Strong organizational and time management skills

**Essential Duties of the Classroom Instructional Assistant**

- Collaborate with District personnel, school administrative teams and teachers to support success of the Multi-tiered System of Support (MTSS) model and delivery of Tier II and III instructional services and supports for students.
- Supports all MTSS program components necessary for differentiation of student needs
- Supports classroom teacher with Tier II and III instructional delivery
- Implements student tutoring component of academic program through one-to-one and/or small group tutoring, or other approaches as directed.
- Monitor student progress and universal screenings
- Support classroom teacher with implementation of student behavior plans
- Facilitate communication between students
- Supervise students
- Maintains, submits, and meets deadlines of required paperwork including accurate student MTSS records for program compliance
- Complete clerical tasks such as copying and filing

**Minimum Qualifications**

High School Diploma or GED is required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above

**Date Revised**

9-19-19