

The CCB Instructional Assistant (IA) provides support services in CCB classrooms, general education classrooms, or other school related areas. The CCB IA performs a wide variety of instructional duties including assisting classroom teachers with instructional support, progress monitoring, and supervision of students. Additionally, the CCB IA reinforces students' positive behavior.

**Chain of Command**

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

**Competencies of the CCB Instructional Assistant**

- Strong written and verbal communications skills
- Strong organizational and time management skills
- Computer skills including Outlook and Microsoft Office
- Flexible team player who is time and task oriented
- Patient and student-centered

**Essential Duties of the CCB Instructional Assistant**

- Collaborates with school administrative teams, teachers, and district personnel to support delivery of instructional services and supports for identified students
- Assists students with behavior supports and interventions
- Instructs small groups of students using adopted intervention programs
- Maintains records on small group instruction and assessment results
- Communicates effectively with classroom teachers and other staff members
- Maintains confidentiality
- Supports teachers with implementation of student behavior plans
- Facilitates communication between students
- Utilizes proactive behavior supports & assistance to assist students with maintaining a safe and orderly environment
- Provides support to students in various settings, which may include, special areas, lunch, playground, etc.
- Successful completion of Nonviolent Crisis Intervention and Prevention training

**Minimum Qualifications**

High School Diploma or GED

Associates Degree OR 60 higher education credit hours OR a qualifying score on a state recognized paraprofessional exam may be required.

**Date Revised**

03.5..2020