

The CCD Instructional Assistant (IA) provides support services in CCD classrooms, general education classrooms, or other school related areas. The CCD IA performs a wide variety of instructional duties including assisting classroom teachers with instructional support, progress monitoring, and supervision of students. Additionally, the CCD IA assists students with skills of daily living.

Chain of Command

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

Competencies of the CCD 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 CCD 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 grooming, feeding, and toileting
- Instructs small groups of students using adopted intervention programs
- Maintains records on small group instruction and assessment results
- Communicates effectively with 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

3.5.2020