

The Classroom Instructional Assistant is an assignment that supports teachers with students in a regular classroom setting. Classroom Instructional Assistants support the classroom teacher through a variety of duties including assisting with instructional support, supervision of students, implementation of behavior plans and clerical tasks such as copying and filing.

Chain of Command

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

Competencies Classroom Instructional 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 delivery of instructional services and supports for students.
- Support classroom teacher with instructional delivery
- Monitor student progress
- Support classroom teacher with implementation of student behavior plans
- Facilitate communication between students
- Supervise students
- 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

8-28-19