

The District Instructional Assistant (DIA) provides support for teachers and students in general education classrooms, Cross-Categorical Behavior classrooms, Cross Categorical Developmental classrooms, or other school related areas, at various school sites as needed and assigned by ESS administration. The DIA performs a wide variety of duties including assisting with behavioral support, collecting behavior data, and supervision of students.

Chain of Command

The DIA works under the supervision of a certified teacher and the Behavior Intervention Teacher Specialists, and reports to the Director of Exceptional Student Services.

Competencies of the District 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 District Instructional Assistant

- Collaborates with District personnel, school administrative teams and teachers to support delivery of instructional and behavioral services and supports for students
- Assists students with behavior supports and interventions
- Supports classroom teacher with instructional delivery and management of behavior
- Monitors student progress
- 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.

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

9-23-19