

The ISI Instructional Assistant provides service to students assigned to the ISI room and performs a wide variety of instructional duties including assisting with instructional support, progress monitoring, and supervision of students. The Instructional Assistant enters all discipline into Synergy and tracks the district timeout policy data to ensure compliance.

**Chain of Command**

The ISI Instructional Assistant reports to the Principal of the school.

**Competencies of the ISI Instructional Assistant**

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

**Essential Duties of the ISI Instructional Assistant**

- Collaborate with school administrative teams, teachers, and district personnel to support delivery of instructional services and supports for identified students
- Coordinates and monitors academic assignments
- Supports school-wide PBIS program
- Monitors and manages behavioral plans and expectations and enters discipline data into the District discipline electronic system
- Communicate effectively with classroom teachers and other staff members
- Maintain confidentiality
- Support teachers with implementation of student behavior plans
- Facilitate communication between students and teachers

**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**

9.29.19