

Educational Solutions Family of Schools
JOB DESCRIPTION

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Title: Instructional Assistant

Status: FULL TIME

Reports to: **PRINCIPAL**

POSITION SUMMARY

The instructional assistants work under the supervision of a certified teacher. Instructional assistants lead student groups under supervision, and assist classroom teachers in all duties including discipline.

RESPONSIBILITIES

- Lead small group instruction under supervision.
- Use district curriculum to assist in teaching reading, language arts, math, science, and social studies to assigned groups.
- Take part in school wide behavior management program.
- Accompany grade level assigned to on all grade wide activities.
- Be available to teachers on an as needed basis when not directly involved with small group instruction.
- Attend all parents' nights and assist teachers in preparing performance evaluations for students in the small groups they lead.
- Assist in the planning of and participate in field trips and special school projects.
- Assist teachers in proctoring tests.
- Circulate the classroom and assist students as necessary.
- Conduct lunchroom duties.
- Conduct recess duties.
- Conduct bus/parent pick-up duties (am and pm).
- Ability to follow Policies and Procedures to assure that the educational plan is faithfully implemented.
- Other duties assigned by principal or assistant principal

QUALIFICATIONS

- High School diploma.
- Interest in working with children in instructional setting.
- Interested in leading instructional groups.
- Demonstrated ability to work as a team.
- Experience in position working with children in non-school setting.
- BCI background check which meets OCR 3319.39
- Meet No Child Left Behind requirements (NCLB) in required time period

Signature _____

Date _____

Principal _____

Date _____