



La Academia de Estrellas
Charter School
Where Students Shine!

	Job Title:	Instructional Assistant (non certified)	Reports To:	Principal or Assistant Principal
	Location:	Campus	Hours:	40 weekly
	Job Classification:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Position Type:	<input type="checkbox"/> Part Time <input checked="" type="checkbox"/> Full Time

Job Function

To assist in teaching a diverse population of children in a nurturing atmosphere that encourages active inquiry, fosters individual growth and promotes respect for self, others and the world in which they live. In that environment, all students will learn the basic and essential skills at each grade level.

Duties

These statements describe the general purpose and responsibilities assigned to this position and are not an exhaustive list of all responsibilities and duties that may be assigned.

Professional Behavior

1. Promotes an atmosphere of respect for children and adults.
2. Demonstrates ethical behavior and adheres to the Texas Educators' Code of Ethics.
3. Respects the confidentiality of records and information regarding students, parents, and teachers in accordance with accepted professional ethics, and state and federal laws.
4. Demonstrates an appropriate and independent use of time.
5. Demonstrates responsible behavior towards attendance and work schedule.
6. Maintains appropriate work habits, including regular and punctual attendance and appropriate use of conference and planning time.
7. Participates and makes positive contributions in school and charter professional learning activities.
8. Supports academic performance of all students.



Student Support

1. Treats all students in a respectful, responsible and fair manner with consideration to the students' physical, social-emotional development.
2. Provides students with corrective feedback on their performance.
3. Builds positive and appropriate relationships with students.
4. Helps build students' self-esteem by implementing the Nurtured Heart Approach.
5. Consistently redirects inappropriate behaviors in a positive manner.
6. Monitors and exhibits group management strategies within and outside of the classroom (transitions, classroom, lunch room, arrival, dismissal, etc).
7. Monitors students during early morning arrival and afternoon dismissal duty as assigned.

Team Support

1. Demonstrates effective and appropriate communication skills with teachers, other support personnel and school administrators.
2. Establishes and maintains cooperative relationships with other staff members.
3. Shares relevant information for team meetings, RtI and parent conferences.
4. Uses established communication systems with co-workers and administration through documentation (e.g., emails, logs, etc.) for collaborative monitoring and discussion.
5. Participates and collaborates in planning lessons.

Instructional Support

1. Assists and monitors students as they complete assigned tasks and classwork.
2. Conducts small-group instruction.
3. Adapts materials as planned and directed by the lead teacher.
4. Assists students in meeting their specific goals noted in their Individualized Education Program (IEP), lesson plans and/or intervention plans.
5. Documents student progress, as directed by the teacher of record.
6. Makes instructional materials (e.g., games, posters, booklets, etc).

Other duties as assigned by principal or assistant principal

The foregoing statements describe the general purpose and responsibilities assigned to this position and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Skills/Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Ability to work with children



- Patience and ability to be nurturing

Requirements

- High school diploma; bachelor's degree preferred
- None required; 2 years instructional experience preferred



Job Description Acknowledgement Form

This job description is intended to describe the nature and level of work performed by people assigned to this position. It is not to be construed as an exhaustive list of responsibilities and duties of the job incumbents.

Upon review of the job description and requirements:

_____ I am able to perform the essential functions of the job.

_____ I am not able to perform the essential functions of the job without accommodations. (Please list accommodations needed to perform the job functions.)

_____ I am not able to perform the essential functions of the job even with accommodations.

I have received a complete copy of the job description and understand the requirements of the job.

EMPLOYEE NAME (Please PRINT): _____

EMPLOYMENT POSITION: _____

EMPLOYEE SIGNATURE: _____

Date received: _____

SUPERVISOR NAME (Please PRINT): _____

SUPERVISOR SIGNATURE: _____

Date reviewed: _____