

**CUMBERLAND REGIONAL SCHOOL DISTRICT
SEABROOK, NEW JERSEY**

JOB DESCRIPTION

ACADEMIC INSTRUCTIONAL ASSISTANT

QUALIFICATIONS

1. College Degree.
2. Minimum of 60 college credits.
3. Additional credits and/or training is desirable and encouraged.
4. Desire to work with all students and sensitivity to their needs.
5. Good moral character.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO

Principal or Designee.

JOB GOAL

To assist the classroom teacher and enhance the instructional program for students.

PERFORMANCE RESPONSIBILITIES

1. To provide whole class and small group instruction.
2. To be actively engaged in the delivery of instructional activities to individual and/or small groups of students.
3. Responsible for student supervision when students are scheduled for gym, shop, library, art, music, etc.
4. Confer with teacher(s) regarding lesson planning and implementation.
5. To meet with teacher(s) periodically in order to discuss student progress, alter instructional methods or materials, etc.
6. To provide other services as requested that will be conducive to providing optimal support for students and in compliance with State & Federal regulations.
7. Help maintain an organized classroom.
8. Supervise students going to and from buses and/or vans.
9. Assist students and teachers in handling unforeseen minor emergencies that occur in and about the classroom.
10. Alert the administration to any problems or special situations regarding individual students.
11. Prepares and gathers materials for learning centers, bulletin boards, exhibits, and displays.
12. Maintains a high level of ethical behavior, good moral character and confidentiality of information about students.

13. Serves as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher.
14. Makes every effort to cooperate and work with other staff members for the benefit of the students.
15. Performs other duties that may be assigned by the administration.

TERMS OF EMPLOYMENT

Set by Board of Education.

EVALUATION

By Principal and/or Designee.

APPROVED BY:	Cumberland Regional Board of Education
DATED:	August 22, 2013
AMENDED:	