

The Academic Intervention Assistant is an assignment that supports teachers and students in a regular or pullout classroom setting. The Academic Intervention Assistant supports teachers through a variety of duties including assisting with instructional support, supervision of students, and clerical tasks such as copying and filing.

Chain of Command

The Academic Intervention Assistant works under the supervision of a certified teacher and reports to the Principal of the school.

Competencies Academic Intervention Assistant

- Strong written and verbal communications skills
- Strong organizational and time management skills

Essential Duties of the Classroom Instructional Assistant

- Collaborate with District personnel, school administrative teams and teachers to support success of the Multi-tiered System of Support (MTSS) model and delivery of Tier II and III instructional services and supports for students.
- Supports all MTSS program components necessary for differentiation of student needs
- Supports classroom teacher with Tier II and III instructional delivery
- Implements student tutoring component of academic program through one-to-one and/or small group tutoring, or other approaches as directed.
- Monitor student progress and universal screenings
- Support classroom teacher with implementation of student behavior plans
- Facilitate communication between students
- Supervise students
- Maintains, submits, and meets deadlines of required paperwork including accurate student MTSS records for program compliance
- Complete clerical tasks such as copying and filing

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. Must hold an Arizona IVP Fingerprint Clearance Card.

Date Revised

9-19-19