

The K-5 Instructional Assistant provides support services in classrooms, resource centers, or other school related areas and performs a wide variety of instructional duties including assisting classroom or intervention teachers with instructional support, progress monitoring, and supervision of students.

**Chain of Command**

The K-5 Instructional Assistant works under supervision of a certified teacher and reports to the Principal of the school.

**Competencies of the K-5 Instructional Assistant**

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

**Essential Duties of the K-5 Instructional Assistant**

- Collaborate with school administrative teams, teachers, and district personnel to support delivery of instructional services and supports for identified students
- Instruct small groups of students using adopted intervention programs
- Administer reading assessments as a member of the DIBELS Benchmark assessment team
- Progress monitor K-5 students with DIBELS and other assessments as directed
- Maintain records on small group instruction and assessment results
- Communicate effectively with classroom teachers and other staff members
- Maintain confidentiality
- Support teachers with implementation of student behavior plans
- Facilitate communication between students

**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. Must hold an Arizona IVP Fingerprint Clearance Card.

**Date Revised**

10-13-18