MT. VERNON
COMMUNITY SCHOOL CORPORATION

Instructional Assistant
Job Description

Reports to: Building Administrator

Job Expectations:

- Tutor individual or groups of students as directed by the classroom teacher and/or special education teacher.
- Assist teachers in a variety of general education classroom settings.
- Supervise students in a calm, respectful manner.
- Attend to the safety and well-being of the students.
- Provide clerical assistance to the teacher in the preparation of materials, maintenance of classroom records, and other specific tasks.
- Assist in the implementation of behavior management techniques as directed by the teacher or behavior intervention plan.
- Respect student and school confidentiality.
- Participate in orientation and professional development activities provided by the school as well as training provided by the immediate supervisor.
- Perform all other duties as directed by the classroom teacher or school.