

Online Instructional Assistant

The following are the responsibilities and job description tasks for ALL Instructional Assistants. These responsibilities are subject to change depending on the needs of the teacher and the school.

- 20 hours a week
- Willing and able to provide online assistance and instruction to students
- Assist the teacher in the following areas
 - Copy materials needed for instruction, as needed
 - Small group online instruction (as needed)
 - Substitute teach online, as needed
 - Supervise students online
 - Implement lessons planned by teacher
- Assist in all curriculum areas
- Prepare materials for instruction (copy, collate, organize) as needed
- Provide online help with daily assignments and work with children daily
- Correct daily work
- Organize student records
- Administer tests to remedial students when needed (online as needed)
- Be flexible to work with any grade necessary upon the needs of the school
- Help maintain orderly learning environment
- Assist in conflict resolution when needed

Deadline to apply September 1, 2020

Contact Cathy VanderKlugt at cvanderklugt@csdo.org if you are interested