Guidelines and Responsibilities of the Instructional Assistant

Overall Role of Instructional Assistant
• Supporting Special Needs Students in the basic curriculum areas of Reading, Math, Language Arts, and high content areas (Social Studies, History, Science)
• Providing individual or small group instruction during the same time as the rest of the class, if the class is being taught that same subject or concept
• Using manipulative and/or different approaches for teaching same concept
• Building and reinforcing skills
• Assisting with organizational skills and long term planning
• Providing opportunity to students who need extended time on an assignment or test or who need special accommodations
• Working closely with teachers and communicating successes and any concerns you may have. *Your insights and observations will help them better meet the needs of the students!*

Daily Role of Instructional Assistant
Meet with your classroom teachers each morning to receive the expectations for the days instruction
• Teacher may give a lesson plan for the day with your role highlighted
• Teacher may give verbal instruction of your role for the subject/class
• Teacher may have supplies laid out for you to copy, cut, paste, and get ready for and throughout the day

Work directly with students
• one-on-one (find a spot in the classroom or use Doolan Center, outside tables, STEM Lab, Father Jeff Conference Room)
• small group (use Doolan Center, outside tables, STEM Lab, Father Jeff Conference Room)
• half the class (either you stay in the classroom with half, or you take half the class to another location)
• in class support (circulate in classroom for support as instruction is being given in tandem)

Administer tests
• individually or small group
• orally
• transcribe as the student gives answers orally

Organization and Long Term Planning
• help students write down homework assignments in their planners
• work with students on long term projects (i.e. book reports, class projects, etc) by breaking down the assignment into individual due dates