



INSTRUCTIONAL ASSISTANT JOB DESCRIPTION

Job Summary: The instructional assistant is accountable to the principal and is expected to provide assistance to the grades and/or subjects assigned, to implement the school mission and philosophy, to follow the policies of the Diocese of Orange and in the employee and school handbooks of St. Joachim School, and to adhere to the directives set forth by school administration.

Essential functions: The instructional assistant will work in collaboration with the classroom teacher carrying out assigned tasks, supervising students in the classroom and on the playground, assisting with classroom management, and with small groups, as needed.

Supervisor: Principal

General Responsibilities of the Instructional Assistant:

- The instructional assistant conducts him/herself in a manner that is befitting of an employee in a faith-based school.
- The instructional assistant participates in and helps the teacher to create a positive learning environment for all students, supports the behavioral expectations set forth by the teacher, executes any assigned duties that the teacher requests.
- The instructional assistant supervises students in the classroom and on the playground during recess and lunch and assures that students are safe at all times.
- The instructional assistant complies with all workplace policies contained in the Diocese of Orange Personnel Handbook, including but not limited to employee standards of conduct, policy against harassment, electronic communications policy and social media policy.
- The instructional assistant completes required background checks, Safe Environment Training, and other employment requirements as requested.
- The instructional assistant will engage in any other job related duties as they may occur and as requested by principal.

Education: Bachelor's degree preferred, but not required.

Experience: Previous experience in a classroom setting preferred, but not required