

Instructional Assistant

All employees and volunteers at Twin Peaks work together to fulfill the TwinPeaks Mission Statement. The items listed in this description provide structure to the responsibilities and accountabilities for this position. Metrics will be developed for this position based on the description below. Twin Peaks however expects to employ professionals who will work beyond job descriptions creating both fulfilling career environment and successful outcomes for our students. Values we hold high include: trustworthiness, honesty, diligence, open communication, fairness, and politeness, and we expect to see them evidenced in our staff, parents and students.

Role Definition:

The Instructional Assistant is responsible for the education of pupils in their charge as directed by the teacher. The Instructional Assistant works with the teaching staff to achieve the Twin Peaks mission.

Requirements:

- Assists the teacher in conducting an organized and professional classroom
- Provides individual and group instruction as directed by the teacher
- Grades/corrects student work as directed by the teacher
- Coordinates activities with the room parent and volunteers as directed by the teacher
- Shows empathy and understanding of students.
- Encourages parents to contribute as classroom volunteers
- May provide leadership to selected extracurricular school activities
- Follows policies established by the Twin Peaks Board of Directors
- Carries out school-wide duties, such as student supervision before and after school, and during lunch recess as directed by the administration.
- Bi-Lingual Spanish strongly preferred

Education and Experience:

AA/AS degree preferred

Commitment to Core Knowledge curriculum

Commitment to Character Education

Note: This job description is not intended to be an all-inclusive list of duties, responsibilities or qualifications associated with the job. Specific duties may vary and additional duties may be assigned.