

## **Instructional Assistant**

All employees and volunteers at Twin Peaks Classical Academy work together to fulfill our Mission Statement. Twin Peaks expects to employ professionals who will work beyond job descriptions creating both fulfilling career environments 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
- Oversees cafeteria when students are eating and during lunch recess
- Bi-Lingual Spanish a plus
- Ability to pass background check

### **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.