CLASSROOM INSTRUCTIONAL SUPPORT SCALE

ABA ASSISTANT 04100
FECEP/HEADSTART ASSISTANT 04200
INSTRUCTIONAL ASSISTANT 04300
KINDERGARTEN ASSISTANT 04400

Definition

Performs a variety of paraprofessional curriculum, instructional, clerical, and support tasks to support teachers and other professional staff in a general or special education classroom or learning environment; assists with the daily management of the students and classroom; and performs related duties as required or assigned.

Typical Tasks (illustrative only)

Performs curriculum, instructional, clerical, and support tasks to assist teachers and other professional staff in a classroom or other instructional setting; works with the teacher to provide instructional or developmental activities for a general or special education population; performs remedial instruction or tasks to reinforce learning initiated by a professional educator; works with students requiring individual or close attention; observes and assists individual students experiencing difficulties; assists the teacher with the development of individualized programs; prepares a variety of instructional materials and reports, as requested; works with individuals or small groups of students; reads to children, listens to their recitations, and suggests improvements; monitors groups of students engaged in drawing, writing, independent study, or similar work while the teacher is otherwise occupied; assists with teaching classes of basic skills and may monitor a computer, writing, or other technology laboratory under general supervision; may assist with training and monitoring of hearing impaired, autistic, or preschool children; supervises and monitors students in off-site vocational training and community travel settings, as assigned; helps maintain order and discipline and assists with managing the behavior of students, including crisis management; proctors tests and examinations, corrects and scores objective tests; performs various clerical duties; maintains inventory and distributes textbooks and other instructional materials; assists with maintenance of files containing student work and evaluation and assessment data; continues instructional activities during the teacher’s absence from the classroom; assists with routine care, including personal hygiene, feeding and other tasks, as required or requested; and on an "emergency" basis only, serves as substitute teacher.

Supervision Received/Given

Receives general supervision from a school-based administrator, classroom teacher, or other professional staff. May provide guidance or assistance to lower-graded full-, part-time, and/or hourly employees, as required.

Education/Experience/Skills

Graduation from high school, plus one year of progressively more responsible experience working with students and completion of an associate’s degree OR two years of college (48 credit hours) OR demonstration through a state or local academic assessment knowledge of, and the ability to assist with, reading, writing, and mathematics (or reading, writing, and mathematics readiness) instruction required in school-wide Title 1 schools, preferred in all others. Knowledge and understanding of child growth and development; knowledge of instructional procedures and practices applicable to assignment; knowledge of the instructional goals and policies of the Fairfax County Public Schools; knowledge of subject matter reinforcement practices of the classes to which assigned; ability to implement teachers’ instructional plans in assigned field; considerable patience and ability to work effectively with children, young adults, and faculty members; ability to assist with the implementation of an instructional program and to participate in monitoring and ensuring appropriate student behavior; ability to follow written and oral instructions and to perform all required tasks; and ability to communicate effectively, both orally and in writing.

Revised: August 2008
Established: November 1998