

CLIP Instructional Assistant (IA) Guidelines

The primary role of an instructional assistant is to assist the teacher in all facets of daily classroom management.

Performance Expectations

Expected Job-Related Conduct

Instructional assistants are expected to work cooperatively as members of a school community by

- Demonstrating ethical behaviors
 - Addressing conflicts, first with teacher, second, at the administration level
 - Promoting respect for students and adults
 - Respecting and promoting the rights of the students

- Understanding the role of the instructional assistant
 - Model appropriate problem solving and conflict resolution (PBIS)
 - Refer all requests for information to appropriate personnel
 - Relay information regarding the student(s) to teacher(s)
 - Respect privacy and confidentiality
 - Communicate effectively with teachers, appropriate personnel, and students
 - Understand and follow Board policies and administrative procedures

Rapport with Students

Instructional assistant are expected to develop and maintain a positive rapport with students by

- ★ Treating students in a respectful, dignified, and fair manner with due consideration for the students' physical, social, and psychological development
- ★ Promoting independence and self-advocacy through appropriate wait time prompting, reviewing, and reinforcing
- ★ Respecting the strengths and challenges of each student
- ★ Maintaining effective and collaborative relationships
- ★ Demonstrating patience and understanding towards students
- ★ Demonstrating appropriate responses to student-initiated interactions

Instructional Assistants must never be given responsibility for:

- ❖ Delivery of core instruction/new content to students
 - The most qualified staff member (the Classroom Teacher) must be responsible for the neediest/at-risk students. For example, the IA may monitor a small group of students while the

Classroom Teacher delivers a re-teach or direct instruction to the neediest/whole group of students

- ❖ Curriculum planning activities such as lesson planning and initiating learning activities
- ❖ Curriculum planning team meetings
- ❖ Selection of learning materials, curriculum or learning activities
- ❖ Substitute teaching
- ❖ Evaluation of school programs
- ❖ Evaluation of student work or assessment of their progress
- ❖ Evaluation of other staff
- ❖ Reporting to parents and guardians or outside agencies
- ❖ Accessing or recording information in students confidential records
- ❖ Participation in activities that would create a conflict of interest

Instructional Assistants are defined as a paraprofessional, (non-credentialed), who work alongside the whole class, with students in small groups and in one-on-one settings within the classroom. CLIP IAs are funded by CLIPCO to provide direct support to students in their academic learning environments.

| DO | DON'T |
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| <ul style="list-style-type: none"> ● May work directly with students in all settings and groupings ● Assist teachers in making copies and preparing materials while students are in recess, lunch, PE (upper), art and music.or testing ● Coach students/go over unfinished work ● Assist the non-Chinese speaking substitute with Chinese language work or provide directions in Chinese ● Work with students who are below benchmark ● Guide students in centers activities ● Reteach some key concepts ● Enrichment activities with groups ● Small group re-teaching ● Work with a variety of students | <ul style="list-style-type: none"> ● Assist teachers in curriculum planning ● Assist teachers in making copies and preparing materials while students are in the classroom (except in emergencies) ● Grade students' assessment/tests ● Teach (new) lessons |