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.

<table>
<thead>
<tr>
<th>DO</th>
<th>DON’T</th>
</tr>
</thead>
<tbody>
<tr>
<td>● May work directly with students in all settings and groupings</td>
<td>● Assist teachers in curriculum planning</td>
</tr>
<tr>
<td>● Assist teachers in making copies and preparing materials while students are in recess, lunch, PE (upper), art and music or testing</td>
<td>● Assist teachers in making copies and preparing materials while students are in the classroom (except in emergencies)</td>
</tr>
<tr>
<td>● Coach students/go over unfinished work</td>
<td>● Grade students’ assessment/tests</td>
</tr>
<tr>
<td>● Assist the non-Chinese speaking substitute with Chinese language work or provide directions in Chinese</td>
<td>● Teach (new) lessons</td>
</tr>
<tr>
<td>● Work with students who are below benchmark</td>
<td></td>
</tr>
<tr>
<td>● Guide students in centers activities</td>
<td></td>
</tr>
<tr>
<td>● Reteach some key concepts</td>
<td></td>
</tr>
<tr>
<td>● Enrichment activities with groups</td>
<td></td>
</tr>
<tr>
<td>● Small group re-teaching</td>
<td></td>
</tr>
<tr>
<td>● Work with a variety of students</td>
<td></td>
</tr>
</tbody>
</table>