

Instructional Assistants

Classified personnel may be employed as Instructional Assistants to assist classroom teacher(s) in the performance of their duties.

The primary responsibility will be to work in small groups or one-on-one with student(s) to best assist teachers in fulfilling each child's academic potential for optimal learning to take place. It is the intent of the Board to hire classroom Instructional Assistants and utilize volunteers, to work directly with the student(s) under the guidance of the classroom teacher(s). After the student(s) academic needs have been addressed, other duties may be performed or assigned as time allows.

Instructional Assistants may on occasion be assigned as the individual primarily responsible for classroom instruction in a designated subject area, under the supervision of a classroom teacher(s). To maintain a clear understanding of each student's achievement, correction of daily work is the responsibility of the classroom teacher. However, correction of daily assignments in these designated areas may be done by the Instructional Assistant, but in all cases the classroom teacher will assist in the establishment of lesson plans, and review the papers to maintain information on each child's achievement level and understanding. Final grades for the quarter will be the responsibility of the classroom/subject teacher, in conjunction with input from the instructor who has overseen a designated subject.

Administrative procedures shall provide for the selection, placement, inservice training and functions for Instructional Assistants employed by TPCA, in accordance with policy. . The TPCA Board will be kept informed of assignment of duties of the Instructional Assistants.

Adopted: November 29, 1999

CROSS REF.: T-GD, Support Staff
Charter Application Section (i)