



JOB DESCRIPTION

Specialized Academic Instructional Assistant

SUMMARY

The Specialized Academic Instructional Assistant is responsible for providing special education instruction and support to students. This position will support and uphold the mission and vision of The Classical Academies.

ESSENTIAL DUTIES

- Provide individual and small group instruction to students
- Assist the teacher in implementing IEP goals and objectives
- Assist with organization and maintenance of an orderly, organized classroom setting
- Demonstrate effective behavioral management strategies under the direction of the teacher
- Assist in correction and evaluation of papers, workbooks, tests, etc
- Set up and operate instructional materials and equipment
- Provide excellent customer service to parents and students

EMPLOYMENT STANDARDS & QUALIFICATION

Basic Knowledge:

- Understanding of school policies, including school safety and security procedures
- Correct English usage, punctuation, spelling, and grammar
- Understand, adhere to, and be able to explain The Classical Academies' programs

Interpersonal Skills:

- Enjoy working with students
- Demonstrate the ability to partner with parents in the education of their children
- Understand and work within scope of authority and defined guidelines
- Understand and accurately follow directions orally and in writing
- Manage and prioritize multiple tasks in an organized manner
- Maintain professional behavior and appearance



- Exercise self-control and balance judgment
- Productively work independently as well as with others
- Accurately perform work with efficiency

Qualifications:

- High school diploma or GED is required
- Passing of the Specialized Academic Instructional Assistant Paraprofessional Test or an AA Degree is required
- Bachelor Degree in a related field of education is preferred
- Minimum of 2 years experience is preferred

Work Environment:

The usual and customary methods of performing the job's functions require the following physical demands: walking, standing, sitting, lifting, carrying, pushing, and/or pulling; rarely lifting items above twenty-five pounds. Physical actions may include climbing, balancing, stooping, kneeling, crouching, crawling, bending at the waist, and reaching to retrieve teaching materials. The job requires regular walking and standing, and potentially sitting. The job is performed regularly indoors with occasional exposure to seasonal temperatures and natural elements; subject to moderate to loud student, campus and environment noise; subject to frequent interruptions and contact with employees and students; regular use of computer keyboard, mouse and other basic technological devices. This position is not eligible for remote work.

EMPLOYMENT TERMS

The essential duties, employment standards, and qualifications are representative of positions within this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the specific position. The information contained in this job description is to provide an understanding of the position's main functions and is not intended to be an all-inclusive list of job duties.

The Classical Academies is an equal opportunity employer. Recruitment, hiring, and promotion of individuals in all job classifications will be conducted without regard to race, religion, color, sex, gender identity and expression, sexual orientation, pregnancy, national origin, ancestry, citizenship status, uniform service member and veteran status, marital status, age, protected medical condition, genetic information, disability or any other protected status in accordance with all applicable laws, except where bona fide



occupational qualifications exist. As per the school charter, all employment with The Classical Academies is considered ***at will***. This means that both employees and The Classical Academies have the right to terminate employment at any time, with or without advance notice, and with or without cause.

Being part time, this position is not eligible for benefits. However, it may still qualify for retirement contribution (State Teachers Retirement System or Public Employees Retirement System).

The Classical Academy, Coastal Academy, and Classical Academy High School do business as The Classical Academies. The Classical Academies may refer to one or all of the charters, as well as additional sites such as: Classical Academy Vista, Classical Academy Middle School, Classical Academy Online and Coastal Academy High.

Accountability: Director of Special Education

Job Classification: Non-exempt

Wage Band: B

Last Revised: 07/11/2022