

**Independence Charter School  
CLASSROOM ASSISTANT  
Position Description**

**Responsibilities:**

Working under the direction of the Assistant Principal in coordination with the teacher(s) with whom the assistant works, the Classroom Assistant has the following responsibilities:

**Student Support**

- Assists individual and small groups of students with academic assignments, as directed by the classroom teacher
- Responds to student situations using Responsive Classroom and other methodology as appropriate and recommended by the teacher and/or Dean of Students
- Chaperone student field trips
- May be asked to chaperone students to the restroom, nurse, and other school areas/staff.
- May be asked to assist in monitoring of safety of students including fire drills, evacuation drills, shelter in place, and traveling in hallways and stairs and in the lunchroom.
- Monitor students during lunch and recess.

**Administrative**

- Assist teachers with clerical tasks (for no more than 20% of the time), such as preparing students' communication folders, etc.

**Professional Development**

- Attends monthly Classroom Assistant meetings
- Participates in ICS Professional Development days

**Other Duties, as assigned**

**Qualifications:**

- A minimum of a high school diploma, 2-4 year college degree preferred
- Proven willingness and ability to collaborate with a diverse community of colleagues, parents/guardians and community members.