

Independence Charter School
SPANISH IMMERSION 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
- Manage student behavior in the classroom by creating an environment of belonging and positive relationships and by establishing and enforcing rules and procedures within a structured environment.
- 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 the 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:

- **MUST** speak Spanish fluently.
- 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.
- Demonstrated cultural responsiveness and skill in encouraging students from diverse backgrounds to feel a sense of belonging and creating a safe space where they feel respected, heard, and challenged.
- Demonstrated understanding, appreciation and compassion for students who learn differently
- Commitment to ICS values of equity, courage, community, and growth
- Ability to establish and maintain cooperative and effective working relationships with others.
- Must have the ability to report to work on a regular and punctual basis.