



## **Job Description: Instructional Assistant**

Ivy Classical Academy is a tuition-free, public, classical charter school. It is part of the Barney Charter School Initiative of Hillsdale College, a network of classical charter schools united by curriculum and purpose. Ivy Classical Academy will continue to grow to K-12 by adding one grade level each year. In the 2025-2026 school year, Ivy Classical Academy will have kindergarten through 6th grade.

Each faculty member at Ivy Classical Academy is a professional who is esteemed and supported by a faculty of colleagues striving for excellence. The faculty is entrusted with practical implementation of the mission of Ivy Classical Academy: **To train the minds and improve the hearts of young people through a content-rich classical education in the liberal arts and sciences, with instruction in the principles of moral character and civic virtue.**

Instructional Assistants support teachers throughout the Lower School (K-5) through assisting in classroom instruction, record keeping, preparation for lessons, supervision of students, and other duties as necessary.

### **Primary duties and responsibilities include:**

- Tutoring and/or testing students one-one-one or in small group settings
- Assisting teachers with lesson preparation and teaching in the classroom
- Supervising students during arrival, dismissal, recess, lunch, and other times throughout the day
- Assisting the teacher with tasks such as preparing resources for lessons, grading, printing, and copy making, and record keeping
- Maintaining high expectations for both academics and behavior through a commitment to schoolwide policies and procedures and the classical model

### **Qualities and characteristics of a successful Instructional Assistant:**

- High school diploma or higher
- Experience working in a school setting



- Knowledge of the classical model of education
- High moral character
- Thoughtfulness and a love of learning

### **Salary and Benefits**

- Competitive salary commensurate with experience and expertise
- Benefits including health, dental, and vision insurance, and state retirement program

If interested, send a copy of your resume to the Head of School, Dr. David Withun at [dwithun@ivyclassical.org](mailto:dwithun@ivyclassical.org).