

# Lawrence Elementary Alternative Program (LEAP)

## Instructional Assistant

### Position Analysis

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#### Reports to: Director of Student Services

- Assist LEAP staff with program academics, social skills instruction, character building, and classroom/behavior management
- Responsible for the preparation and delivery of assigned instructional programming which may include daily social skills groups, character building lessons, movement breaks, creative interventions, and end of day activities
- Maintain daily student records and reports
- Communicate student successes, challenges, and progress with families, and student's home school
- Other duties as assigned by the Director of Student Services