

# Dufur School District 29

Code: **GDA**  
Adopted: 9/03/96  
Readopted: 12/02/13  
Orig. Code(s): GDA

## Instructional Assistants

It is the policy of the district to utilize the services of instructional assistants to perform such duties as:

1. Provide teachers with planning and organizational time, duty-free lunch periods and free the teacher from some clerical tasks;
2. Work with students under the direction of the teacher to facilitate individualized instruction in the classroom;
3. Assist in the supervision of playgrounds, cafeteria or other assigned area;
4. Assist in the distribution of supplies and instructional materials and perform other clerical duties as assigned by the teacher or principal;
5. Perform other duties as specified in the employee's job description and assigned by the immediate supervisor.

Instructional assistants shall not be used by the district or teacher as substitute teachers. The responsibility for classroom supervision remains with the teacher at all times.

In an emergency an instructional assistant may be left in charge of a class for a brief period.

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)

[ORS 332.505](#)

[ORS 342.120](#)

[OAR 581-022-1710\(2\)](#)

[OAR 581-037-0005 to -0025](#)

[OAR 584-005-0005\(41\)](#)

OR. DEP'T OF EDUC., SUGGESTED PERSONNEL POLICY GUIDELINES FOR SCHOOL DISTRICTS - EDUCATIONAL  
No Child Left Behind Act of 2001, 20 U.S.C. § 6319 (2006).

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. § 4212.

Title II of the Genetic Information Nondiscrimination Act of 2008.

Section 503 of the Rehabilitation Act of 1973.