



REVISED: 07/01/2019
Submitted: 06/11/2019

JOB TITLE:	INSTRUCTIONAL ASSISTANT EARLY CHILDHOOD
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IA/GRADE 3
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8023
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Under the direction of the supervising teacher or Principal, the instructional assistant participates as an integral member of the instructional program including tutoring students, assisting in documentation of pupil progress, preparation and organization of materials and equipment, and/or instructing. Also, assists bus driver in supervising, loading, and unloading students.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Implements instructional techniques and learning activities as directed
Participates as an integral member of the remediation instructional team
Administers, scores, and records such achievement and diagnostic tests as the teacher recommends for individual students
Prepares and organizes materials and equipment for instruction and instructs pupils individually or in small groups in the classroom or in the computer lab
Operates and cares for equipment used in the classroom for instructional purposes; distributes and collects materials for instruction
Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips
Works with individual students or small groups of students in the classroom or the computer lab to reinforce learning of material or skills
Assists with the documentation of pupil progress on a continuous basis under the direction of the teacher
Performs health services, if needed, for which training will be provided, and demonstrates willingness to attend to basic student personal care/hygiene
Assists the driver in maintaining positive environment on bus
Assists in seating all students in the center of the bus (as specified in State Transportation Guidelines); assists in supervising the loading and unloading of students
Assists in the pickup and delivery of students from/to parent, guardian or authorized individual
Performs any other responsibilities as outlined in State Transportation Guidelines for students
Completes all trainings and other compliance requirements as assigned by the designated deadline
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS

High School Diploma or G. E.D.

Passing Score on the Kentucky Para-educator Assessment or 48 college hours
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Demonstrated competent language skills including ability to read and understand meanings of words and ideas associated with them and to use them effectively
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Successful experience working with children, individually or in groups
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Program specific certifications/training
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All required training will be complete within 90 days of employment including the required bus monitoring training
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Effective communication skills

DESIRABLE QUALIFICATIONS

Demonstrated knowledge of computer operations and functions

Experience with standard office machines.

Experience in a diverse workplace
