



NEW:

07/12/2004

JOB TITLE:	INSTRUCTIONAL ASSISTANT ECE
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 4
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8194
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Recognizes that all responsibilities are basically supportive. Assists in implementing each student's individual education plan. Helps establish and maintain a pleasant, safe, and structured learning environment. Displays willingness and aptitude to work with students with disabilities.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Reads, understands, and assists in implementing, recording and monitoring student's individual education plan

Assists with the implementation, recording, and monitoring of the student's behavior management program

Assists with paperwork and recordkeeping

Assists with the operation/use and maintenance of all classroom materials and equipment

Communicates effectively with students and school staff

Maintains confidentiality of student records/information

Responds appropriately in emergency situations

When applicable to specific categorical programs/classrooms: 1. Adheres to medical precautions when assisting with positioning, lifting, or carrying students. 2. Follows District guidelines for appropriate procedures based on the School Health Handbook, e.g., handling and disposing of body fluids. Assists in lifting, transferring, evacuating, and/or transporting students. 3. Assists in loading and unloading students onto and off regular and lift buses. 4. Demonstrates willingness to attend to basic student personal care/hygiene. 5. Assists with specific instructional techniques, e.g., cued speech, signing, or community based education. 6. Assists with the set up, operation, and maintenance of assistive/prosthetic devices and/or medically prescribed equipment. 7. Models and reinforces positive and ageappropriate social behavior. 8. Assists with use of equipment needed to meet instructional needs, e.g., braces, PAL machines, auditory trainers, speech devices, computers, typewriters, magnifiers, braille writers, closed circuit television systems. 9. Assists with the operation and use of medically prescribed equipment, e.g., ventilators, suctioning devices, or hearing aids.

Duties may include performance of health services, for which training will be provided

Performs other duties assigned by supervisor

PHYSICAL DEMANDS

The work is performed while standing or walking. 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 medium weights.

MINIMUM QUALIFICATIONS

High school diploma or G.E.D.

Passing score on the Kentucky Paraeducator Assessment or 48 college hours

Willingness and aptitude to work with students with disabilities

Physical ability and willingness to assist with physical needs of students such as positioning, toileting, and lifting

Willingness to attend district ECE inservice for professional growth
--

Effective communication skills

DESIRABLE QUALIFICATIONS

Knowledge of and/or experience with individuals with disabilities

Demonstrated ability to operate and maintain appropriate machines and/or equipment
--