



NEW: 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
Demonstrated competent language skills including ability to read and understand meanings of words and ideas associated with them and to use them effectively
Successful experience working with children, individually or in groups
Program specific certifications/training
All required training will be complete within 90 days of employment including the required bus monitoring training
Effective communication skills

DESIRABLE QUALIFICATIONS
Demonstrated knowledge of computer operations and functions
Experience with standard office machines.
Experience in a diverse workplace