



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

JOB TITLE:	INSTRUCTIONAL ASSISTANT ECE
DIVISION	EXCEPTIONAL CHILD EDUCATION
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
- Adheres to medical precautions when assisting with positioning, lifting, or carrying students when applicable to specific categorical programs/classrooms
- 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 when applicable to specific categorical programs/classrooms
- Assists in loading and unloading students onto and off regular and lift buses when applicable to specific categorical programs/classrooms
- Demonstrates willingness to attend to basic student personal care/hygiene when applicable to specific categorical programs/classrooms
- Assists with specific instructional techniques, e.g., cued speech, signing, or community based education when applicable to specific categorical programs/classrooms
- Assists with the set-up, operation, and maintenance of assistive/prosthetic devices and/or medically prescribed equipment when applicable to specific categorical programs/classrooms
- Models and reinforces positive and age appropriate social behavior when applicable to specific categorical programs/classrooms when applicable to specific categorical programs/classrooms
- 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 when applicable to specific categorical programs/classrooms
- Assists with the operation and use of medically prescribed equipment, e.g., ventilators, suctioning devices, or hearing aids when applicable to specific categorical programs/classrooms
- Performs health services, if needed, for which training will be provided
- Completes all trainings and other compliance requirements as assigned by the designated deadline
- 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 Para-educator 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 in-service 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

Experience in a diverse workplace