



NEW: 11/13/2019 Submitted: 11/12/2019

JOB TITLE:	INSTRUCTIONAL ASSISTANT SUBSTITUTE
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	AS NEEDED
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8207
BARGAINING UNIT:	SUBC

**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.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Implements instructional techniques and learning activities as directed by the teacher
- Participates as an integral member of the remediation instructional team
- Administers 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 under the direction of the teacher
- Operates and cares for equipment used in the classroom for instructional purposes
- Distributes 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 under the direction of the teacher
- Performs health services, if needed, for which training will be provided
- Completes all trainings and other compliance requirements as assigned and 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.

**MINIMUM QUALIFICATIONS**

- High School Diploma or G.E.D.
- Demonstrated competent language skills
- Successful experience working with children, individually or in groups, including ability to read and understand meanings of words and ideas associated with them and to use them effectively
- Participated in program training as specified by the Kentucky Department of Education and local district
- Program specific certifications/training
- Effective communication skills

**DESIRABLE QUALIFICATIONS**

- Demonstrated knowledge of computer operations and functions

Experience with standard office machines

Experience in a diverse workplace