



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

JOB TITLE:	INSTRUCTOR I
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	IA, GRADE 6
WORK YEAR:	AS ASSIGNED
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8144
BARGAINING UNIT:	CLAA

#### SCOPE OF RESPONSIBILITIES

Assists in the implementation of education programs by providing comprehensive assessments, evaluations, and instruction to meet the needs of parents and children; including home visitation and instruction. Works under the direction of certified staff member.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Implements a comprehensive education program for eligible participants under the supervision of classroom teacher where appropriate

Provides instruction, counseling, appropriate learning material and experiences for the participants and provides continuous evaluation of students' progress and achievement under the direction of a certified staff member

Plans and implements parent and child interactions and activities

Provides and/or arranges adult supports, activities and sessions

Plans and implements a parent involvement program which includes home visitation as appropriate

Promotes program, interprets purpose of program to potential clients and interested persons in the community

Maintains accurate records on the program and provides data to appropriate personnel

Plans regularly with staff and participates in appropriate school meetings and activities

Complies with policies, rules, and regulations of the School District and of any state and/or federal regulatory agency where appropriate

Performs health services, if needed, for which training will be provided

Completes all trainings and other compliance requirements as assignment by the designated deadline

Performs other duties as 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 light weights.

#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Passing Score on the Kentucky Para-educator Assessment or 48 college hours

Successful experience with children

Experience in working with children and parents with special needs, multi-cultural and multi-ethnic backgrounds

Program specific certifications/training

Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in teaching multi-age group
Experience in teaching preschool and/or adult education
Experience in a diverse workplace