



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

JOB TITLE:	INSTRUCTIONAL ASSISTANT PART-TIME EXCEPTIONAL CHILD EDUCATION
DIVISION	EXCEPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	IA, GRADE 4
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8190
BARGAINING UNIT:	CLAD

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 record-keeping

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, follows District guidelines for appropriate procedures based on the School Health Handbook when applicable to specific categorical programs/classrooms

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

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

Performs other duties assigned by supervisor

PHYSICAL DEMANDS

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision, and hearing. 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
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Experience in a diverse workplace
