



NEW:  
07/12/2004

JOB TITLE:	INSTRUCTIONAL ASSISTANT
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 3
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8206
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.

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 workbooks, papers, and other 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
Checks lab work and notebooks, corrects papers, and supervises testing and make-up work as assigned by the teacher and assists with the documentation of pupil progress on a continuous basis
Duties may include performance of health services, for which training will be provided
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.
Passing Score on the Kentucky Paraeducator Assessment or 48 college hours
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