



NEW:
07/12/2004

JOB TITLE:	INSTRUCTIONAL ASSIST TEMPORARY/SUBSTITUTE
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	
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, 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