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|  | **JOB TITLE** | INSTRUCTIONAL ASSISTANT II |
| **REPORTS TO** | PRINCIPAL/DIRECTOR |
| **SALARY SCHEDULE/GRADE** | CLASSIFIED INSTRUCTION |
| **CONTRACTED DAYS AND/OR HOURS** | 182 DAYS, 7 HOURS PER DAY |
| **EXEMPT STATUS** | NON-EXEMPT |
| **JOB CLASS CODE** | 7318 |
| **POSITION CLASSIFICATION** | CLASSIFIED |
| **DATE APPROVED** |  |

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| **QUALIFICATIONS** |
| Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law. |
| One-year experience in working with children in an organized setting. |

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| **POSITION SUMMARY** |
| Working within a complex program typically requiring additional skills and characterized by increased independence of action.Assist the certified teacher in providing instruction to individual or small groups typically in programs with exceptional children or equivalent programs such as preschool. Monitor and report student progress. |

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| **REQUIRED ON THE JOB TRAINING** |
| Medicaid, First Aid/CPR, Medication/Feeding/Changing, Internet Modules |

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| **DISTRICT AND SCHOOL PRIORITY ALIGNMENT** |
| Align actions with district and school values and core priorities.  Evaluated based on the efficacy of aligned actions. |

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| **PERFORMANCE RESPONSIBILITIES** |
| Tutor individuals or small groups of students typically with a disability/handicap or in preschool, reinforcing and implementing instruction as directed by the teacher. |
| Participates as a member of an instructional team including but not limited to redemption teams. |
| Develop appropriate relationships with parents and team members; serve as a resource person to the student personnel evaluation team. |
| Maintain records of student progress. |
| Transport students to and from activities and assist in preparation for treatment as required. |
| Prepare and organize lessons as directed by the teacher; administer and score a variety of tests according to established guidelines; assist in determining English proficiency of identified students. |
| Assist in administering diagnostic and other tests; score and record test information; read, understand and assist in implementing, recording and monitoring student's IEP. |
| Monitor and report behavior of students according to approved procedures; report progress regarding student performance and behavior; check and assist students with work as necessary. |
| Perform routine clerical duties such as preparation of instructional and classroom materials; operate copy machines; maintain classroom records; maintain attendance records. |
| Provide support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies. |
| Assist in overseeing students while in labs/centers or other activities; provide for supply inventory as necessary. |
| Assist students in such physical tasks as putting on and taking off of outerwear, moving from room to room, using the lavatory; assist student in getting in and off the bus. |
| Assist students by providing proper examples, emotional support, a friendly attitude and general guidance. |
| Confer, as needed, with teachers concerning programs and materials to meet student needs. |
| Contact parents of students who are absent; make home visits as necessary. |
| Assure the health and safety of students by following health and safety practices and regulations. |
| Direct group activities of students as assigned; assist in monitoring lunchroom and play group activities as assigned; assist in emergency drills, assemblies, play periods and field trips. |
| Participate in meetings and in-service training programs as assigned. |
| Demonstrate a commitment to professional growth. |
| Demonstrate punctuality and regular attendance. |
| Maintain appropriate professional appearance. |
| Adhere to the appropriate code of ethics. |
| Perform other duties as assigned by Superintendent or designee. |

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| **KNOWLEDGE AND ABILITIES** |
| Safe practices in classroom and playground activities. |
| Correct English usage, grammar, spelling, punctuation, and vocabulary. |
| Interpersonal skills using tact, patience and courtesy. |
| Basic record-keeping techniques. |
| Learn and apply child guidance principles and practices. |
| Communicate and maintain effective relationships with students, parents, staff and the public including members of ethnic communities. |
| Perform routine clerical duties in support of classroom activities. |
| Print and write legibly. |
| Understand and follow oral and written directions. |
| Learn procedures, functions and limitations of assigned duties. |
| Communicate effectively both orally and in writing. |
| Learn to apply and explain policies and procedures related to school and program activities. |
| Work cooperatively with others.. |
| Monitor, observe and report student’s behavior according to approved policies and procedures. |
| Operate instructional and office equipment. |

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| **PHYSICAL DEMANDS** |
| Work is performed while standing, sitting and/or walking.  Communicate effectively using speech, vision and hearing.  Use of hands for simple grasping and fine manipulations.  Bending, squatting, crawling, climbing, reaching; ability to lift, carry, push, pull or lift up to 50 pounds.  Work in Indoor and outdoor settings. |