

JOB TITLE  
HEAD START  
INSTRUCTIONAL ASSISTANT

DIVISION  
DISTRICTWIDE INSTRUCTIONAL  
PROGRAMS

REPORTS TO  
APPROPRIATE  
SUPERVISOR

SALARY SCHEDULE & GRADE  
IA, GRADE 3

LENGTH OF WORK YEAR  
AS APPROVED BY THE BOARD

DATE  
MARCH 25, 2013

#### 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

1. Implements instructional techniques and learning activities as directed.
2. Participates as an integral member of the remediation instructional team.
3. Administers, scores, and records such achievement and diagnostic tests as the teacher recommends for individual students.
4. Prepares and organizes materials and equipment for instruction and instructs pupils individually or in small groups in the classroom or in the computer lab.
5. Operates and cares for equipment used in the classroom for instructional purposes.
6. Distributes and collects workbooks, papers, and other materials for instruction.
7. Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips.
8. Works with individual students or small groups of students in the classroom or the computer lab to reinforce learning of material or skills.
9. Assists with the documentation of pupil progress on a continuous basis.
10. Duties may include performance of health services, for which training will be provided.
11. Rides bus as needed.
12. Performs other duties as assigned by the Teacher and/or Principal or school center head.

#### PHYSICAL DEMANDS

The work is primarily sedentary. 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 light weights.

#### MINIMUM QUALIFICATIONS

1. Child Development Associate (CDA) credential; or be enrolled in a CDA credential program that will be completed within 2 years; or have an associate or baccalaureate degree (in any area) or be enrolled in a program leading to such a degree
2. Passing Score on the Kentucky Paraeducator Assessment or 48 college hours
3. Demonstrated competent language skills
4. 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
5. Participated in program training as specified by the Kentucky Department of Education and local district
6. Program specific certifications/training
7. Early Childhood bus monitor training provided by the district's transportation department

#### DESIRABLE QUALIFICATIONS

1. Demonstrated knowledge of computer operations and functions
2. Experience with standard office machines

JOB TITLE  
HEAD START INSTRUCTOR II

DIVISION  
DISTRICTWIDE INSTRUCTIONAL  
PROGRAMS

REPORTS TO  
PRINCIPAL/DESIGNATED  
SUPERVISOR

SALARY SCHEDULE & GRADE  
IA, GRADE 7

LENGTH OF WORK YEAR  
AS ASSIGNED

DATE  
MARCH 25, 2013

SCOPE OF RESPONSIBILITIES

Implements an educational program for preprimary students by providing comprehensive assessments, evaluations and instruction to meet the needs of parents and children.

PERFORMANCE RESPONSIBILITIES

1. Implements a comprehensive education program for eligible preprimary students under the supervision of the designated supervisor and the Early Childhood resource teacher.
2. Implements procedures for assessing, recording and reporting student progress.
3. Maintains daily attendance records for students in compliance with district, state and federal procedures and contacts parents if a student's participation in the program is irregular.
4. Plans and implements a parent involvement program which includes volunteers, parent/child activities, transition activities and home visitations as required by state and federal guidelines.
5. Maintains accurate records on the program and provides data to appropriate program personnel.
6. Plans regularly with staff and participates in appropriate school meetings and activities.
7. Participates in professional development as required by state and federal mandates.
8. Complies with policies, rules and regulations of the School District and of any state and/or federal regulatory agency where appropriate.
9. Duties may include performance of health services, for which training will be provided.
10. Rides bus as needed.
11. Performs other duties as assigned by the principal/designated 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 light weights.

MINIMUM QUALIFICATIONS

1. Associate degree in Early Childhood education or an associate degree in a field related to Early Childhood education and coursework equivalent to a major relating to Early Childhood Education
2. One year successful experience working in an Early Childhood educational setting
3. Experience in working with children and parents with special needs, multi-cultural-ethnic backgrounds
4. Early Childhood bus monitor training provided by the district's transportation department
5. Program specific certifications/training

DESIRABLE QUALIFICATIONS

1. Experience in teaching multi-age groups with students under the age of five
2. Understanding of developmentally appropriate practices for preprimary students

JOB TITLE  
HEAD START INSTRUCTOR III

DIVISION  
DISTRICTWIDE INSTRUCTIONAL  
PROGRAMS

REPORTS TO  
PRINCIPAL/DESIGNATED  
SUPERVISOR

SALARY SCHEDULE & GRADE  
IA, GRADE 8

LENGTH OF WORK YEAR  
AS ASSIGNED

DATE  
MARCH 25, 2013

SCOPE OF RESPONSIBILITIES

Implements an educational program for preprimary students by providing comprehensive assessments, evaluations and instruction to meet the needs of parents and children.

PERFORMANCE RESPONSIBILITIES

1. Implements a comprehensive education program for eligible preprimary students under the supervision of the designated supervisor and the Early Childhood resource teacher.
2. Implements procedures for assessing, recording and reporting student progress.
3. Maintains daily attendance records for students in compliance with district, state and federal procedures and contacts parents if a student's participation in the program is irregular.
4. Plans and implements a parent involvement program which includes volunteers, parent/child activities, transition activities and home visitations as required by state and federal guidelines.
5. Maintains accurate records on the program and provides data to appropriate program personnel.
6. Plans regularly with staff and participates in appropriate school meetings and activities.
7. Participates in professional development as required by state and federal mandates.
8. Complies with policies, rules and regulations of the School District and of any state and/or federal regulatory agency where appropriate.
9. Duties may include performance of health services, for which training will be provided.
10. Rides bus as needed.
11. Performs other duties as assigned by the designated 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 light weights.

MINIMUM QUALIFICATIONS

1. Baccalaureate or advanced degree in Early Childhood education or Baccalaureate or advanced degree in any field and coursework equivalent to a major relating to Early Childhood education or Baccalaureate degree in any field and admitted into the Teach For America program, passed a rigorous early childhood content exam, such as the Praxis II, participated in a Teach For America summer training institute that includes teaching preschool children and receiving ongoing professional development and support from Teach For American's professional staff.
2. One year successful experience working in an Early Childhood education setting
3. Experience in working with children and parents with special needs, multi-cultural-ethnic backgrounds
4. Early Childhood bus monitor training provided by the district's transportation department

DESIRABLE QUALIFICATIONS

1. Experience in teaching multi-age groups with students under the age of five
2. Understanding of developmentally appropriate practices for preprimary students