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|  | **JOB TITLE** | INSTRUCTIONAL ASSISTANT III |
| **REPORTS TO** | DIRECTOR OF SPECIAL EDUCATION/PRINCIPAL |
| **SALARY SCHEDULE/GRADE** | CLASSIFIED INSTRUCTION |
| **CONTRACTED DAYS AND/OR HOURS** | 182 DAYS, 7 HOURS PER DAY |
| **EXEMPT STATUS** | NON-EXEMPT |
| **JOB CLASS CODE** | 8319 |
| **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. |
| Certification in Safe Crisis Management, preferred. |

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| **REQUIRED ON THE JOB TRAINING** |
| Safe Crisis Management, 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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| **POSITION SUMMARY** |
| Assist a certified teacher in providing instruction to individual students or small groups in programs with children having severe disabilities; monitor and report student progress. |

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| **PERFORMANCE RESPONSIBILITIES** |
| Tutor individuals or small groups of students typically with a disability or handicap, reinforcing and implementing instruction as directed by the teacher and maintaining records of student progress. |
| Participate as a member of an instructional team including redemption teams; develop appropriate relationships with parents and team members; serve as a resource person to the student personnel evaluation team. |
| 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 administering diagnostic and other tests; read, understand and assist in implementing, recording and monitoring student IEPs. |
| Monitor and report behavior of students according to approved procedures; reports progress regarding student performance and behavior; check and assist students with lab work as necessary. |
| Perform routine clerical duties such as preparation of instructional and classroom materials; operate copy machines and other technology; maintain classroom records; maintain attendance records. |
| Confer, as needed, with teachers concerning programs and materials to meet student needs. |
| Provide support to the teacher by setting up work areas, displays and exhibits, operating audiovisual equipment, operating educational training equipment and distributing and collecting papers and supplies. |
| Assist in overseeing students while in labs or other activities; provide for supplies and inventory as necessary. |
| Assist students in such physical tasks as putting on and taking off outerwear, moving from room to room, using the lavatory; and getting on and off the bus. |
| Assist students by providing proper examples, emotional support, a friendly attitude and general guidance. |
| 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. |
| Monitor, observe and report student’s behavior according to approved policies and procedures. |
| 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.. |
| Operate instructional and office equipment. |

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| **PHYSICAL DEMANDS** |
| Work is performed while standing, sitting and/or walking  Requires the ability to communicate effectively using speech, vision and hearing  Requires the use of hands for simple grasping and fine manipulations  Requires bending, squatting, crawling, climbing, reaching  Requires the ability to lift, carry, push or pull weight up to 50lbs . |