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|  | **JOB TITLE** | SUBSTITUTE INSTRUCTIONAL ASSISTANT |
| **REPORTS TO** | PRINCIPAL/DIRECTOR |
| **SALARY SCHEDULE/GRADE** | CLASSIFIED INSTRUCTION |
| **CONTRACTED DAYS AND/OR HOURS** | AS NEEDED |
| **EXEMPT STATUS** | NON-EXEMPT |
| **JOB CLASS CODE** | 8320 |
| **POSITION CLASSIFICATION** | SUBSTITUTE |
| **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. |

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| **POSITION SUMMARY** |
| Assist a certified teacher in providing instruction to individual or small groups; monitor and report student progress in the absence of full-time staff. |

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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** |
| Tutors individuals or small groups of students, reinforcing and implementing instruction as directed by the teacher, maintain records of student progress. |
| Participates as member of an instructional team including remediation teams. |
| Prepares and organizes lessons as directed by the teacher, administers and scores a variety test according to established guidelines: assists in determining English proficiency of identified students. |
| Assist in administering diagnostic and other tests; score and record test information. |
| Monitors and reports behavior of student according to approved procedures; reports progress regarding student performance and behavior; checks and assists students with lab work as necessary. |
| Performs routine clerical duties such as preparation of instructional and classroom materials; operates copy machines; maintains classroom records; maintains attendance records. |
| Provides 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; provide for supplies inventory as necessary. |
| Assist students by providing proper examples, emotional support, a friendly attitude, and general guidance.  |
| Confers, as needed, with teachers concerning programs and materials to meet student needs. |
| Assures the health and safety of students by following health and safety practices and regulations. |
| Directs group activities of students as assigned; assists in monitoring lunchroom and playground activities as assigned; assists in emergency drills, assemblies, play periods and field trips. |
| Participates 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** |
| Basic subjects taught in the District schools, includes arithmetic, grammar, spelling, language and reading.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 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.Add, subtract, multiply and divide quickly and accurately.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.Demonstrate regular attendance punctuality.Adhere to the appropriate code of ethics.Perform other duties consistent with the position assigned as may be requested by the Superintendent. |

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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, push or pull weight up to 50 pounds.Indoor and outdoor settings.  |