

**Instructional Monitor II***Classified Position – 7319*

<u>Salary</u> Category 5 per Salary Schedule	<u>Days</u> TBD	<u>Reports to:</u> School Principal
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**SCOPE OF RESPONSIBILITIES**

Serve as the lead instructional monitor in charge of providing a safe and quality environment for students.

**REPRESENTATIVE DUTIES/ESSENTIAL FUNCTIONS**

- Monitor students on a one-to-one basis, in small groups or in large groups to ensure their safety; follow procedures to safeguard the health and safety of students.
- Plan, organize, and implement various training activities for students.
- Recommend materials needed to carry out activities planned.
- Confer with teachers, when needed, concerning student behavior.
- Promote positive parent and child interactions and activities.
- Participate in staff activities and in special training programs.
- Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES****KNOWLEDGE OF:**

- Safe practices in classroom and playground activities.
- Interpersonal skills using tact, patience, and courtesy.
- Basic record-keeping techniques
- Health and safety regulations.

**ABILITY TO:**

- Learn child guidance principles and practices.
- Communicate and maintain effective relationships with students, parents, and staff, both orally and in writing.
- Print and write legibly.
- Understand and follow oral and written instructions.
- Learn procedures, functions, and limitations of assigned duties.
- Monitor, observe, and report student's behavior according to approval policies and procedures.
- Learn and apply safety procedures and regulations.

**MINIMUM QUALIFICATIONS**

1. 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 and some experience working with children in an organized setting.
2. Must pass the para-educator test or have forty-eight (48) college hours.