

Class Code: 7320

JOB DESCRIPTION

Position Title: INSTRUCTIONAL ASSISTANT -PRESCHOOL

Responsible To: Principal Assistant Principal
Preschool Classroom Teacher

Basic Function: 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. Also, assists bus driver in loading and unloading students, and pickup and delivery of students to parent/guardian, etc.

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. Distributes and collects workbooks, papers and other materials for instruction.
6. Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips.
7. Works with individual students or small groups of students in the classroom or the computer lab to reinforce learning of material or skills
8. Assists with the documentation of pupil progress on a continuous basis.
9. Duties may include performance of health services, for which training will be provided, and demonstrates willingness to attend to basic student personal care/hygiene.
10. Assists in seating all students in the center of the bus (as specified in State Transportation Guidelines). Assists in supervising the loading and unloading of students.
11. Assists in the pickup and delivery of students from/to parent, guardian or authorized individual.
12. Performs any other responsibilities as outlined in State Transportation Guidelines for students.
13. Performs other duties as assigned by the Teacher and/or Principal or school center head.

Minimum Qualifications:

- High School Diploma or G.E.D.
- Passing score on the Kentucky Para-educator Assessment or 48 college hours.
- CDA Credential or equivalent