

DATE:

6/21/21

AGENDA ITEM (ACTION ITEM):

Consider/Approve revision to the current job descriptions for "Instructional Assistant".

APPLICABLE BOARD POLICY:

01.11 General Powers and Duties of the Board; 03.233 "Duties": Job Description

HISTORY/BACKGROUND:

Currently, the Kenton County School District has a job description for "Instructional Assistant" that does not account for the recent addition of full day preschool and the adjustment of days from 170 to 185 for Preschool Instructional Assistants. The attached proposal for change in the job description is now aligned to the position, as additional days were approved by the Board on June 11, 2021.

FISCAL/BUDGETARY IMPACT:

No net financial impact.

RECOMMENDATION:

Approval to revise the current job descriptions for "Instructional Assistant".

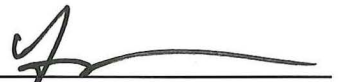
CONTACT PERSON:

Malina Owens

Principal/Administrator



District Administrator



Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.

Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.

Kenton County School District
Job Description: Instructional Assistant

Job Class Number: Instructional Assistant ~~/Instructional Assistant Special Education~~— 7317, ~~7318, 7319~~
Instructional Assistant Preschool – 8037, ~~8038, 8039, Instructional Assistant Special Education - 8047~~

TITLE: Instructional Assistant (including Preschool, Title I and Special Education) (Level I, II, III)

QUALIFICATIONS:

1. Education:
 - a. Level I: High School diploma or GED
 - b. Level II: Minimum of 48 earned college credit hours or completion of an Associate's degree OR Level I plus 50 hours of District approved professional learning above the District required 24 professional development hours per year
 - c. Level III: Bachelor's Degree
2. Title I Instructional Assistant only: Meet a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, such as, but not limited to, passage of the Kentucky Paraeducator Assessment (KPA)
 - a. Knowledge of, and the ability to assist in instructing reading, writing and mathematics; or
 - b. Knowledge of, and the ability to assist in instructing reading, readiness, writing readiness, and mathematics readiness, as appropriate
3. Preschool and Special Education Instructional Assistants must pass the district Job Placement Analysis (JPA) testing protocol
4. Demonstrated aptitude or competence for assigned responsibilities
5. Demonstrated ability to communicate effectively with students, staff, parents and the community

REPORTS TO: Principal and assigned supervising teacher

SUPERVISES: None

JOB GOAL: To provide a well-organized, smoothly functional class environment in which students can take full advantage of the instructional program and available resource materials

PERFORMANCE RESPONSIBILITIES:

1. Tutor individuals or small groups of students, reinforcing and implementing instruction as directed by the teacher; maintain records of student progress
2. Participate as member of an instructional team including remediation teams; develop appropriate relationships with parents and team members; serve as a resource person to the student personnel evaluation team if required
3. Assist in administering diagnostic and other tests; score and record test information; read, understand and assist in implementing, recording and monitoring student's IEP as necessary
4. Monitor and report behavior of students according to approved procedures; report progress regarding student performance and behavior; check and assist students with lab work as necessary
5. Perform routine clerical duties such as preparation of instructional and classroom materials; operate copy machines; maintain classroom records; maintain attendance records
6. Provide 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
7. Implement strategies and procedures developed by teachers to maintain safe, supportive, and inclusive learning environments
8. Implement strategies that promote the student's independence across all relevant educational settings

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9. Based on program and student needs, assist teachers and related service professionals in carrying out tube feeding, catheterization, toileting, diapering (including lifting), administering medication, feeding, positioning and other health related procedures required by students who have special health care needs, and maintain appropriate records of these activities
10. Assure the health and safety of students by following health and safety practices and regulations including de-escalation techniques. May require annual training and re-certification in safe crisis management
11. Read to students, listens to students read, and participates in other forms of oral communication with students
12. Help student's master instructional content assigned by teacher
13. Assist with lunch, snack, and cleanup routines, as appropriate
14. Assist with wash-up and toilet routines, as appropriate
15. Help students with organization and management of materials
16. Operate and cares for equipment used in the classroom for instructional purposes
17. Assure the health and safety of students by following health and safety practices and regulations
18. Participate in meetings and in-service training programs as assigned
19. Assist with the supervision of students during emergency drills, assemblies, structured activity time, and field trips
20. Maintain regular attendance
21. Perform other duties as assigned by the supervisor

TERMS OF EMPLOYMENT:

- Days per fiscal year:
 - Instructional Assistant (including Preschool, Title I and Special Education): 185 days
 - ~~Preschool Instructional Assistant: 170 days~~
- Salary Schedule:
 - Level I: G2 on Classified Position Index
 - LEVEL II: G5 on Classified Position Index
 - LEVEL III: G10 on Classified Position Index
- FLSA Status: Non-exempt

EVALUATION:

Performance of the position will be evaluated annually by Principal in collaboration with supervising teacher

APPROVED: 11/25/80

REVISED: 08/21/00, 06/01/2015, 06/14/2018, 06/03/2019