



Kenton County School District | *It's about ALL kids.*

**THE KENTON COUNTY BOARD OF
EDUCATION**

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Dr. Henry Webb, Superintendent of Schools

KCSD ISSUE PAPER

DATE:

05/24/2019

AGENDA ITEM (ACTION ITEM):

Consider/Approve Revise the job description of "Instructional Assistant" to reflect current job responsibilities and eliminate the level IV pay scale while grandfathering anyone currently employed as level IV into their position until each individual vacates the position.

APPLICABLE BOARD POLICY:

03.233 "Duties": Job Description

HISTORY/BACKGROUND:

The job description of Instructional Assistant (IA) covers employees who work in the areas of Preschool, Special Education, Title I and intervention support. The job responsibilities have been revised to reflect all possible responsibilities within each area. On a separate note, the District currently employs 194 IAs, six (6) of which are paid at level IV. Level IV requires the IA to hold both a Bachelor's degree and a valid Kentucky teaching certificate whereas Level III pay only requires a Bachelor's degree. Level IV pay was added at a time when it was difficult to attract candidates into IA positions. There is no shortage of candidates when the District hires IAs, therefore it is no longer necessary to offer level IV pay. Additionally, with an increasing shortage of teacher candidates for teaching positions, this move would encourage applicants with teaching certificates to apply for higher paying teaching positions.

FISCAL/BUDGETARY IMPACT:

\$0 increase with the possibility of saving up to an estimated \$4,600 per year per instructional assistant hired on level III pay instead of level IV pay.

RECOMMENDATION:

It is recommended the job description of "Instructional Assistant" be revised to reflect current job responsibilities and eliminate the level IV (four) pay scale while grandfathering anyone currently employed as level four into their position until each individual vacates the position.

CONTACT PERSON:

Matt Rigg, Executive Director of Human Resources

Principal



District Administrator



Superintendent

Kenton County Board of Education

Board Members: Carl Wicklund, Chairperson Karen L. Collins, Vice Chairperson Carla Egan Shannon Herold Jessica Jehn
"The Kenton County Board of Education provides Equal Education & Employment Opportunities."

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

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

QUALIFICATIONS:

1. Education:

- a. Level I: High School diploma or GED
- b. Level II: Minimum of 48 **earned** ~~hours~~ 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
- d. ~~Level IV: Bachelor's Degree and Valid Teaching Certification~~

2. Title I Instructional Assistant only: ~~Met~~ 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. Assures 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. Assists teacher with clerical and organization task.~~
- ~~12. Distributes and collects instructional materials.~~
13. Reads to students, listens to students read, and participates in other forms of oral communication with students
14. Helps student's master instructional content assigned by teacher
15. Assists with lunch, snack, and cleanup routines, as appropriate
16. Assists with wash-up and toilet routines, as appropriate
17. Helps students with organization and management of materials
- ~~18. Keeps bulletin board and other classroom learning displays up to date.~~
19. Operates and cares for equipment used in the classroom for instructional purposes
- 20. Assure the health and safety of students by following health and safety practices and regulations.**
- 21. Participate in meetings and in-service training programs as assigned**
- ~~22. Assists students all areas of school environment.~~
23. Assists with the supervision of students during emergency drills, assemblies, structured activity time, and field trips
24. Performs other responsibilities as assigned by the supervisor
- 25. Maintain regular attendance**

TERMS OF EMPLOYMENT:

- ~~• Length of year (185 days) determined by appropriate program~~
- **Days per fiscal year:**
 - **Instructional Assistant (including Title I and Special Education): 185 days**
 - **Preschool Instructional Assistant: 170 days**
- **Salary Schedule:**
 - ~~Level I: PAY GRADE 2~~ **G2 on Classified Position Index**
 - ~~LEVEL II: PAY GRADE 5~~ **G5 on Classified Position Index**
 - ~~LEVEL III: PAY GRADE 10~~ **G10 on Classified Position Index**
 - ~~LEVEL IV ——— PAY GRADE 15~~
- **Fair Labor Standards Act (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