

**POWELL COUNTY SCHOOLS
JOB DESCRIPTION**

POSITION TITLE: Instructional Monitor II

REPORTS TO: Building Principal or Principal Designee

BASIC FUNCTION:

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

REPRESENTATIVE DUTIES: The terms of employment are designated by the contract.

- Monitor students on a one-to-one basis, in small groups or in large groups to ensure student success.
- Plan, organize and implement instruction through various methods.
- 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.
- Maintains regular attendance
- Performs other duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Safe school practices and PBIS.
- 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.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting , crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

EVALUATION:

Annual development of Professional Growth Plan. Annual evaluation of job performance by immediate supervisor.

EDUCATION AND EXPERIENCE:

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.

LICENSES AND OTHER REQUIREMENTS:

- Kentucky paraprofessional certification or 2 years of college required.

Most recent approval by the Powell County Board of Education	
Printed name of employee receiving job description.	
Employee Agreement: I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.	
Employee Signature:	Date: