

**POWELL COUNTY SCHOOLS
JOB DESCRIPTION**

POSITION TITLE: Instructional Assistant II

REPORTS TO: Building Principal or Dean of Students

SUPERVISES: N/A

BASIC FUNCTION:

At the school level, organize and implement a program; assist faculty, staff, and students. Take a high level of responsibility for students in whole class or small group settings for an extended period of time. Additionally, an Instructional Assistant II could work in an alternative placement setting where the students bring additional challenges and have higher level of needs.

REPRESENTATIVE DUTIES:

The terms of employments are designated by the contract.

- Adhere to the Professional Code of Ethics and demonstrate punctuality and regular attendance;
- Organize and implement a curriculum for a classroom of students or small group of students with little certified staff supervision;
- Maintain records and other data required;
- Provide behavior support to students as needed;
- Work with students to develop skills that are part of the curriculum assigned;
- Prepare and organize lessons according to established guidelines;
- Assist students by providing proper examples, emotional support, a friendly attitude and general guidance.
- Perform related duties as assigned;

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Correct English Usage, grammar, spelling, punctuation and vocabulary;
- Various word processing spreadsheet and data base applications;
- Operating procedures and practices appropriate to an instructional computer laboratory;
- Modern office practices, procedures and equipment;
- Policies and objectives of assigned program and activities;
- Interpersonal skills using tact, patience and courtesy;
- Oral and written communication skills;
- Instructional Practices that will meet the needs of the students;
- Providing instruction to students in whole group;
- Safe practices in classroom and outdoor activities.

ABILITY TO:

- Work with collaborative partners.
- Provide support and training to student;
- Organize and oversee implementation of curriculum in classes;
- Establish and maintain cooperative and effective working relationships with others;
- Operate a computer to enter data, maintain records and generate reports;
- Maintain records and prepare reports as required in the grant;
- Communicate with students in a caring compassionate manner;
- Support the needs of youth to build their self-confidence;
- Monitor, observe and report students' behavior according to approved policies and procedures.

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.
- Evaluated annually by the direct supervisor in accordance with classified personnel standards.

EDUCATION, EXPERIENCE AND OTHER REQUIREMENTS:

- Preference will be given to an applicant with an associate's degree in a field related to education or at minimum some college coursework or experience working with children in an educational environment or counseling;
- High school diploma or G.E.D. Certificate;
- Valid Kentucky Driver's License.

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| Most recent approval by the Powell County Board of Education | Date: |
| 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: |