

**POWELL COUNTY SCHOOLS
JOB DESCRIPTION**

POSITION TITLE: Instructional Assistant- Kindergarten

REPORTS TO: Principal, Teacher

BASIC FUNCTION: Assist a certified teacher in providing instruction to individual or small groups; monitor and report student progress.

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

- Tutor individuals or small groups of students reinforcing and implementing instruction as directed by the teacher; maintain records of student progress.
- Transport students to and from activities and assist in preparation as required.
- Prepare and organize lessons as directed by the teacher; administer and score a variety of tests according to established guidelines.
- 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.
- Monitor and report behavior of students according to approved procedures; report progress regarding student performance and behavior; check and assist students with work as necessary.
- Perform routine clerical duties such as preparation of instructional and classroom materials; operate copy machines; maintain classroom records.
- 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.
- Assist in overseeing students while in labs or other activities.
- Assist students in such physical tasks as putting on and taking off of outer wear, moving from room to room, using the lavatory and others; assist student in getting on and off the bus.
- Assist students by providing proper examples, emotional support, a friendly attitude and general guidance.
- Confer, as needed, with teachers concerning program and materials to meet student needs.
- Assure the health and safety of students by following health and safety practices and regulations.
- Direct group activities of students as assigned; assist in monitoring lunchroom and playground activities as assigned; assist in emergency drills, assemblies, play periods and field trips.
- Participate in meetings and in-service training program as assigned.
- Perform other duties as assigned.
- Maintain regular attendance.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading.

- Safe practices in classroom and playground activities.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques.

ABILITY TO:

- Learn child guidance principles and practices.
- Communicate and maintain effective relationships with students, parents, staff and the public including members of ethnic communities.
- Perform routine clerical duties in support of classroom activities.
- Add, subtract, multiply and divide quickly and accurately.
- Print and write legibly.
- Understand and follow oral and written directions.
- Learn procedures, functions and limitations of assigned duties.
- Communicate effectively both orally and in writing.
- Learn to apply and explain policies and procedures related to school and program activities.
- Work cooperatively with others.
- Monitor, observe and report student's behavior according to approved policies and procedures.
- Operate instructional and office equipment.

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 to heavy weights
- Assist students with self-care, including diapering, toileting, bathing, dressing and etc.

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

EDUCATION AND EXPERIENCE: High school diploma or GED certificate as required by Kentucky law

LICENSES AND OTHER REQUIREMENTS: Interim para educator assessment or required college hours.

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: