**AREA: INSTRUCTIONAL**

## Summary Class Code: 7312

**LOCAL DISTRICT CLASSIFICATION PLAN**

### SUMMARY CLASS TITLE: INSTRUCTOR I

**BASIC FUNCTION:**

Assist in the implementation of education programs by providing comprehensive assessments, evaluations and instruction to meet the needs of parents and children, including home visitation and instruction.

**DISTINGUISHING CHARACTERISTICS:**

The levels of Instructor are distinguished by independence of action and degree of judgment exercised. The Instructor I receives closer supervision while Instructor II provides assistance to others and serves as a resource. The Instructor III provides leadership as well as assisting in program design.

**REPRESENTATIVE DUTIES:**

* Implement a comprehensive education program for eligible participants.
* Provide instruction, counseling, appropriate learning materials and experiences for the participants and provide continuous evaluation of students' progress and achievement.
* Plan and implement parent and child interactions and activities.
* Provide and arrange adult supports, activities and sessions.
* Plan and implement a parent involvement program which includes home visitation as appropriate.
* Promote program, interpret purpose of program to potential clients and interested persons in the community.
* Maintain accurate records on the program and provide data to appropriate personnel.
* Plan regularly with staff and participate in appropriate school meetings and activities.
* Comply with policies, rules and regulations of the School District and State or federal regulatory agencies where appropriate.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Basic instructional methods and techniques.
* Basic learning theory applicable to the student group served.
* Students with special needs, multi-cultural and multi-ethnic backgrounds.
* Basic subjects taught in District schools including arithmetic, reading, writing, grammar and spelling.
* Correct English usage, grammar, spelling, punctuation and vocabulary.
* Classroom procedures and appropriate student conduct.
* Policies and objectives of assigned program and activities.
* Applicable sections of Kentucky Administrative Regulations and other applicable laws.
* Health and safety regulations.

**ABILITY TO:**

* Provide instruction working with children and parents with special needs, multi-cultural and multi-ethnic backgrounds.
* Monitor and evaluate student progress.
* Communicate effectively both orally and in writing.
* Maintain routine records.
* Read, interpret, apply and explain rules, regulations, policies and procedures.
* Maintain current knowledge of program rules, regulations, requirements and restrictions.
* Analyze situations accurately and adopt an effective course of action.
* Plan and organize work.

**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 instructional experience in a classroom environment working with children and parents with special needs, multi-cultural and multi-ethnic backgrounds.

**LICENSES AND OTHER REQUIREMENTS:**

Education levels increase as required by the assignment and are recognized accordingly on the salary schedule.