

Instructional Assistant WKU Apprenticeship Track (Grow Your Own)

Position Summary

This dual-purpose position supports the district's instructional goals by assisting certified teachers in delivering high-quality instruction to students while also serving as an apprenticeship opportunity aligned with the Western Kentucky University's (WKU) Grow Your Own program. This role is designed for aspiring educators seeking to complete an approved educator preparation program and earn full teacher certification while gaining hands-on experience.

Primary Responsibilities

Under the guidance of a certified mentor teacher, the Instructional Assistant Apprentice will:

- Provide instructional support to individuals and small groups to reinforce learning concepts.
- Prepare, organize, and adapt instructional materials as directed.
- Monitor student academic and behavior progress; report findings to the mentor teacher.
- Assist in administering and scoring assessments; maintain student records.
- Support students with special needs and English Language Learners through inclusive practices.
- Perform clerical duties such as maintaining attendance, preparing lesson materials, and operating equipment.
- Supervise students during non-instructional periods, including transitions, recess, lunch, and field trips.
- Promote a safe, respectful, and inclusive learning environment.
- Support classroom management practices as developed with the mentor teacher.
- Uphold ethical and professional standards, including confidentiality and legal compliance.
- Engage in collaborative activities with school staff, families, and the community.

Apprenticeship Expectations (WKU Grow Your Own)

This position includes participation in a registered teacher apprenticeship program in partnership with WKU. Apprentices will:

- Complete a minimum of **2,000 hours** of on-the-job learning over the course of the program.
 - Receive **at least 144 hours** of related instruction through WKU's educator preparation program.
 - Demonstrate competency in the **InTASC Model Core Teaching Standards**, including:
 - Learner development & learning differences
 - Instructional planning and strategies
 - Classroom environment & management
 - Content knowledge & assessment
 - Ethical practice, leadership, and collaboration
 - Be evaluated regularly by mentor teachers and university faculty based on observable performance standards and growth.
 - Participate in instructional observations, reflections, and feedback cycles.
 - Work in classrooms with diverse student populations, including students with disabilities and English Learners.
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EDUCATION AND EXPERIENCE:

Required:

- High school diploma or GED
- Progress toward or completion of PRAXIS Core (or equivalent)
- Meet admission requirements of WKU School of Teacher Education
- Pass a required background check, physical, and abuse/neglect screenings

- Demonstrated commitment to pursuing a teaching career

Preferred:

- Experience working with children in an educational or youth development setting
- Bilingual proficiency or experience supporting diverse learners

SELECTION PROCESS:

Applicants will undergo a competitive review process, including:

- Application and transcript review
- Criminal background clearance
- Submission of a teaching interest portfolio
- Interview with district and WKU representatives
- Recommendation by a selection committee

The district is committed to equal-opportunity employment and seeks to build a diverse teacher workforce reflective of the student population.

Days of Employment:

The days of employment may vary depending on the instructional assistant's class schedule at WKU.

TERMS OF EMPLOYMENT:

Instructional assistants are compensated hourly according to the board-approved Classified salary schedule designated for the teacher apprentice position.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

