

Russellville Independent Schools

JOB DESCRIPTION

Position Title: Instructor III

Exempt ☐ Non-Exempt ☒

Job Class Code: INSTRUCTOR III (7314)

School/Department: Russellville High School

Reports to: Principal

Approved by: RIS Board of Education, 04/16/2025

Summary

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; provide leadership and assistance to support functions with a minimum of supervision.

Essential Duties & Responsibilities

- 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; provide technical assistance to support functions; serve as a resource to support staff.
- 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.

Required Knowledge & Abilities

Knowledge of:

- Culture of students for which services are being implemented.
- 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.

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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.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, close/distance vision, and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, and reaching.
- Requires the ability to handle and balance multiple demands at the same time.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in this environment is quiet to loud depending upon the activity in the particular part of the workday.

Education and/or Experiences

- Bachelor's degree
- Experience in working with children and parents with special needs, multi-cultural, and multi-ethnic backgrounds.
- Knowledge of or receptive to philosophy, policy, and methodology of the U.S. educational system.

Licenses and Other Requirements

- None