

**POWELL COUNTY SCHOOLS
JOB DESCRIPTION**

POSITION TITLE: Day Care Instructional Assistant II

REPORTS TO: Early Childhood Coordinator

SUPERVISES: N/A

BASIC FUNCTION:

At the daycare level, organize and implement a program; assist faculty, staff, and children. Take a high level of responsibility for children in whole class or small group settings for an extended period of time. Additionally, a Day Care Instructional Assistant II could work in a setting where the children 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 and activities for daycare children or small groups of children with little certified staff supervision;
- Maintain records and other data required;
- Provide behavior support to children as needed;
- Work with children to develop skills that are part of the curriculum assigned;
- Prepare and organize lessons according to established guidelines;
- Assist children 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 children;
- Providing instruction to children in whole group;
- Safe practices in classroom and outdoor activities.

ABILITY TO:

- Work with collaborative partners.
- Provide support and training to children;
- 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 children in a caring compassionate manner;
- Support the needs of youth to build theirself-confidence;
- Monitor, observe and report children' 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;
- 48 College hours or completion of the Ky Paraeducator Assessment (Can be provided by the School District)

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: