

**POWELL COUNTY SCHOOLS
JOB DESCRIPTION**

POSITION TITLE: Day Care Instructional Assistant I

REPORTS TO: Early Childhood Coordinator

BASIC FUNCTION: Assist the daycare center staff in providing instruction to individual or small groups; provide a safe and quality environment for children.

REPRESENTATIVE DUTIES:

The terms of employments are designated by the contract.

- Adhere to the Professional Code of Ethics and demonstrate punctuality and regular attendance.
- Tutor individuals or small groups of children, reinforcing and implementing instruction as directed by the teacher; maintain records of childrens progress.
- Monitor and report behavior of children according to approved procedures; report progress regarding childrens performance and behavior; check and assist children with lab work as necessary.
- Perform routine clerical duties such as preparation of instructional and classroom materials; operate copy machines; maintain classroom records; maintain attendance records.
- Provide support to the teacher by setting up work areas, displays and exhibits and distributing and collecting paper and supplies.
- Assist children by providing proper examples, emotional support, a friendly attitude and general guidance.
- Assure the health and safety of children by following health and safety practices and regulations.
- Direct group activities of children as assigned; assist in monitoring lunchroom and playground activities as assigned; assist in emergency drills, assemblies, play periods and field trips.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic subjects taught and basic English usage, including arithmetic, grammar, spelling, language and reading.
- Safe practices in classroom and playground activities.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques.

ABILITY TO:

- Perform routine clerical duties in support of classroom activities.
- Print and write legibly.
- Add, subtract, multiply and divide quickly and accurately.
- Understand and follow oral and written directions.
- Learn procedures, functions and limitations of assigned duties.
- Communicate effectively both orally and in writing.
- Work cooperatively with others.
- Monitor, observe and report children 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 weights.

EVALUATION:

- Annual development of Professional Growth Plan.
- Evaluated annually by the direct supervisor in accordance with classified personnel standards.

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.

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: