

Position: Exceptional Child Education (ECE) Instructional Assistant ~~—Part-time-I~~

Grade Level: K-8

Reports To: Principal

Work Year/Day: 2025-2026, 5 Days per Week, 181 days, 7.25 hours per day ~~4-Hours-per-Day~~

Salary/Grade: Anchorage Independent [Classified Salary Schedule](#), Grade ~~V~~VI, Step is determined by experience

Requirements:

- High School Diploma or G.E.D.
- Passing score on the Kentucky Para-Educator Assessment Exam or forty-eight (48) college credit hours.
- Previous experience in a school setting preferred.
- Technology skills preferred (teleconferencing, Google tools, creating videos, etc.).
- Knowledge of child growth and development/interest in children.
- Criminal Background Check (upon offer of employment)/KY Cabinet for Families and Children verification letter of no history of substantiated abuse/neglect.
- Minimum of three (3) references.
- Requires the ability to stand/walk for extended periods of time; use hands and arm for grasping, pushing and pulling; use of feet for repetitive movements; bending, squatting, crawling, climbing, and reaching; and the ability to lift, carry, push and pull weight. This work may require exposure to blood and bodily fluids/tissues.

Scope of Responsibilities: Assists in implementing each student's individual education plan. Displays willingness and aptitude to work with students with disabilities. ~~Acts as instructional assistant to teacher.~~ Helps teacher with the instruction and supervision of children. Maintains a positive attitude and helps improve the learning environment.

Performance Responsibilities:

1. Reads, understands, and assists in implementing, recording, and monitoring student's individual education plan.
2. Assists with the implementation, recording, and monitoring of the student's behavior management program.
3. Assists with paperwork and record-keeping.
4. Maintains confidentiality of student records/information.
5. Adheres to medical precautions when assisting with positioning, lifting, or carrying students.
6. Assists with the implementation of the teacher's lesson plans and instruction.
7. Assists ~~Monitors~~ students during special recreational activities.
8. ~~Helps special area teachers by supervising class-to-class and assists in class when needed.~~
9. ~~Assists in helping publish students' books and other writing.~~
10. ~~Runs copies for teachers.~~
11. ~~Assists with grading and averaging of grades.~~
12. ~~Helps with bulletin boards.~~
13. Accompanies teacher on field trips.
14. ~~Helps classroom management of student work.~~
15. ~~Helps set up materials for classroom projects.~~
16. Helps with housekeeping chores for opening and closing of school.
17. ~~Assists teachers with portfolios as needed.~~
18. Administers health services, which may include provision of direct health care, administration of medication, including the operation, maintenance, or health care through

the use of medical equipment; or the administration of clinical procedures, if trained and properly delegated authority to perform the service by a physician or nurse.

19. Completes training as required.

20. Completes other tasks as assigned.