

Position: 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, 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 lift and carry moderate weight.

Scope of Responsibilities: 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. Assists with the implementation of the teacher's lesson plans and instruction.
2. Interacts one-on-one with students who need help.
3. Is assertive in keeping students on task while remaining sensitive to students' needs, abilities, and ages.
4. Monitors students during special recreational activities.
5. Helps special area teachers by supervising class-to-class and assists in class when needed.
6. Assists in helping publish students' books and other writing.
7. Runs copies for teachers.
8. Assists with grading and averaging of grades.
9. Helps with bulletin boards.
10. Accompanies teacher on field trips.
11. Helps classroom management of student work.
12. Helps set up materials for classroom projects.
13. Helps with housekeeping chores for opening and closing of school.
14. Assists teachers with portfolios as needed.
15. 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.
16. Supports exceptional children as assigned by the principal.
17. Completes training as required.
18. Completes other tasks as assigned.