



~~NEW:~~ Revised: Submitted:
 07/30/2025 07/29/2025
 11/13/2019 11/12/2019

JOB TITLE:	INSTRUCTIONAL ASSISTANT SUBSTITUTE TEMPORARY ADULT EDUCATION
DIVISION	ACADEMIC SCHOOL SCHOOLS
SALARY SCHEDULE/GRADE:	AS-NEEDED SUB1
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8207
BARGAINING UNIT:	SUBC

SCOPE OF RESPONSIBILITIES

Under the direction of the ~~supervising teacher or Principal~~ direct supervisor, the instructional assistant participates as an integral member of the instructional program ~~including tutoring students~~, assisting in documentation of ~~pupil~~ student progress, preparation, and organization of materials and equipment.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Implements instructional techniques and learning activities as directed by the ~~teacher~~ supervisor

~~Participates as an integral member of the remediation instructional team~~

Administers achievement and diagnostic tests as ~~the teacher recommends~~ directed for individual students

Prepares and organizes materials and equipment for instruction ~~and instructs pupils individually or in small groups in the classroom or in the computer lab under the direction of the teacher~~

Operates and cares for equipment used in the classroom for instructional purposes

Distributes materials for instruction

Assists with the supervision of students during emergency drills, ~~assemblies, play periods, and field trips~~

Works with individual students or small groups of students in the classroom or the computer lab to reinforce learning of material or skills under the direction of the ~~teacher~~ supervisor

Performs health services, if needed, for which training will be provided

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

~~The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.~~

~~This work is completed in a school -based setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities. This position requires the following activities occasionally (up to 50% of the workweek); crawling, grasping, lifting up to 20 lbs., pulling up to 20lbs, and pushing up to 20 lbs.~~

~~The following physical activities are required frequently (up to 75% of the workweek), bending, climbing, squatting, kneeling, reaching, repetitive motions, and moving around the school setting. Hearing, talking, and visual acuity are required constantly (up to 100% of the workweek).~~

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Demonstrated competent language skills
Successful experience working with children adults, individually or in groups, including ability to read and understand meanings of words and ideas associated with them and to use them effectively
Participated in program training as specified by the Kentucky Department of Adult Education and local district
Program specific certifications/training
Effective communication skills

DESIRABLE QUALIFICATIONS
Demonstrated knowledge of computer operations and functions
Experience with standard office machines
Experience in a diverse workplace



Revised: 07/30/2025
Submitted: 07/29/2025

JOB TITLE:	INSTRUCTIONAL ASSISTANT TEMPORARY ADULT EDUCATION
DIVISION	SCHOOLS
SALARY SCHEDULE/GRADE:	SUB1
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8207
BARGAINING UNIT:	SUBC

SCOPE OF RESPONSIBILITIES

Under the direction of the direct supervisor, the instructional assistant participates as an integral member of the instructional program, assisting in documentation of student progress, preparation, and organization of materials and equipment.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Implements instructional techniques and learning activities as directed by the supervisor

Administers achievement and diagnostic tests as directed for individual students

Prepares and organizes materials and equipment for instruction

Operates and cares for equipment used in the classroom for instructional purposes

Distributes materials for instruction

Assists with the supervision of students during emergency drills

Works with individual students or small groups of students in the classroom or the computer lab to reinforce learning of material or skills under the direction of the supervisor

Performs health services, if needed, for which training will be provided

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

This work is completed in a school -based setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities. This position requires the following activities occasionally (up to 50% of the workweek); crawling, grasping, lifting up to 20 lbs., pulling up to 20lbs, and pushing up to 20 lbs.

The following physical activities are required frequently (up to 75% of the workweek), bending, climbing, squatting, kneeling, reaching, repetitive motions, and moving around the school setting. Hearing, talking, and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Demonstrated competent language skills

Successful experience working with adults, individually or in groups, including ability to read and understand meanings of words and ideas associated with them and to use them effectively

Participated in program training as specified by Kentucky Adult Education and local district

Program specific certifications/training

Effective communication skills

DESIRABLE QUALIFICATIONS

Demonstrated knowledge of computer operations and functions

Experience with standard office machines
--

Experience in a diverse workplace



NEW: Revised: Submitted:
 07/30/2025 07/29/2025
 07/09/2025 07/08/2025

JOB TITLE:	SPECIALIST MIDDLE SCHOOL EXPLORE
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	III IV, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	0000 4298
BARGAINING UNIT:	CLAS /CERX

SCOPE OF RESPONSIBILITIES

Provides technical assistance to District and school staff in the areas of assignment and development, monitoring and implementation of assigned program or activity; provides In-service as assigned; surveys system wide needs in area of assignment and determines effectiveness of assigned program or activity; supervises and directs the work of committees and other groups as assigned.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Assumes responsibility for and assists designated supervisor in short-range and long-range planning as assigned
- Works cooperatively with the designated coordinator, program directors and specialists in assessing and addressing the District's priorities and needs and In developing, reviewing and revising program or activity as assigned
- Researches past and current practices in all areas assigned and integrates research in all areas of responsibility
- Supervises and directs the work of Explore committees and task forces as assigned
- Works cooperatively with the designated coordinator and staff development personnel to provide in-service training in area of assignment
- Works closely with District and school staff to obtain Information regarding the effectiveness of assigned programs or activities
- Provides technical assistance to District and school staff in the areas of assignment
- Assures compliance with local, state and federal regulations and procedures related to area of assignment
- Assures compliance with Board Goals and Administrative Objectives related to area of assignment
- Evaluates the effectiveness of Explore implementation at schools and ensures community partnerships, activities, programs and projects are having an impact on student achievement.
- Provides ongoing support and opportunities for learning to Explore Coaches including the facilitation of monthly Explore Coach Meetings including an agenda, minutes and follow-up
- Completes all trainings and other compliance requirements as assignment by the designated deadline
- Performs other duties as assigned by supervisor PHYSICAL

PHYSICAL DEMANDS

This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs.,

standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

~~Bachelor's~~ Master's Degree with Kentucky Certification in Administration and/or Supervision ~~or higher with a valid Kentucky Teaching Certificate~~

Three (3) years of successful experience in area of assignment

Effective communication skills

DESIRABLE QUALIFICATIONS

~~Master's Degree~~

~~Kentucky certification in supervision and/or administration~~

Successful experience in area of research methods and strategies

Experience In a diverse workplace



Revised: 07/30/2025
Submitted: 07/29/2025

JOB TITLE:	SPECIALIST MIDDLE SCHOOL EXPLORE
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4298
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides technical assistance to District and school staff in the areas of assignment and development, monitoring and implementation of assigned program or activity; provides In-service as assigned; surveys system wide needs in area of assignment and determines effectiveness of assigned program or activity; supervises and directs the work of committees and other groups as assigned.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
--

- Assumes responsibility for and assists designated supervisor in short-range and long-range planning as assigned
- Works cooperatively with the designated coordinator, program directors and specialists in assessing and addressing the District's priorities and needs and In developing, reviewing and revising program or activity as assigned
- Researches past and current practices in all areas assigned and integrates research in all areas of responsibility
- Supervises and directs the work of Explore committees and task forces as assigned
- Works cooperatively with the designated coordinator and staff development personnel to provide in-service training in area of assignment
- Works closely with District and school staff to obtain Information regarding the effectiveness of assigned programs or activities
- Provides technical assistance to District and school staff in the areas of assignment
- Assures compliance with local, state and federal regulations and procedures related to area of assignment
- Assures compliance with Board Goals and Administrative Objectives related to area of assignment
- Evaluates the effectiveness of Explore implementation at schools and ensures community partnerships, activities, programs and projects are having an impact on student achievement.
- Provides ongoing support and opportunities for learning to Explore Coaches including the facilitation of monthly Explore Coach Meetings including an agenda, minutes and follow-up
- Completes all trainings and other compliance requirements as assignment by the designated deadline
- Performs other duties as assigned by supervisor PHYSICAL

PHYSICAL DEMANDS

This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS
Master's Degree with Kentucky Certification in Administration and/or Supervision
Three {3} years of successful experience in area of assignment
Effective communication skills

DESIRABLE QUALIFICATIONS
Successful experience in area of research methods and strategies
Experience In a diverse workplace