

## **Instructional Assistant – High School Job Coach**

*Classified Position - 7320*

<u>Salary</u> Category 5A per Salary Schedule	<u>Days</u> TBD	<u>Reports to:</u> Assigned Teacher School Principal
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### SCOPE OF RESPONSIBILITIES

Participate as an integral member of an instructional unit under the direction of a supervising teacher including tutoring students, assisting in documentation of pupil progress, attendance and preparing and organizing materials and equipment at a high school level.

### REPRESENTATIVE DUTIES / ESSENTIAL FUNCTIONS

- Implement instructional techniques and learning activities as required by the Kentucky Department of Education and local District
- Provide tutoring, counseling, appropriate learning material and experiences for the participants and assist in continuous evaluation of students' progress and achievement
- Assist with the documentation of pupil progress and attendance on a continuous basis
- Maintain accurate program records and provide data to appropriate personnel
- Plan regularly with staff and participate in appropriate school meetings and activities
- Prepare and organize materials and equipment for remedial instruction
- Participate as an integral member of the remediation and instructional team
- Comply with policies, rules and regulations of the District and of State and federal regulatory agency where appropriate
- Promote program, interpret purpose of program to potential clients and interested persons in the community
- Utilize Positive Behavior Interventions and Supports (PBIS) as outlined at the school/district
- Maintains regular and predictable attendance
- Adheres to the professional code of ethics
- Successfully utilizes technology as appropriate in job function
- Perform related duties as assigned

### KNOWLEDGE AND ABILITIES

#### KNOWLEDGE OF:

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

#### ABILITY TO:

- Learn child guidance principles and practices
- Communicate and maintain effective relationships with students, parents, staff and the public including members of ethnic communities
- 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.
- Learn to apply and explain policies and procedures related to school and program activities

- Work cooperatively with others.
- Monitor, observe and report students behavior according to approved policies and procedures
- Operate instructional and office equipment

#### MINIMUM QUALIFICATIONS

1. 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
2. Experience in working with children in an organized setting
3. Must pass the ABLE test in accordance with State regulations