

## **Instructional Assistant I**

*Classified Position - 7320*

<u>Salary</u> Category 6 per Salary Schedule	<u>Days</u> TBD	<u>Reports to:</u> Assigned Teacher School Principal
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### SCOPE OF RESPONSIBILITIES

Assist a certificated teacher in providing instruction to individual or small groups; monitor and report student progress.

### DISTINGUISHING CHARACTERISTICS

Assist a certificated teacher by performing a variety of support functions in a regular classroom setting

### REPRESENTATIVE DUTIES / ESSENTIAL FUNCTIONS

1. Tutor individuals or small groups of students, reinforcing and implementing instruction as directed by the teacher; maintain records of student progress
2. Participate as member of an instructional team including remediation teams
3. Prepare and organize lessons as directed by the teacher; administer and score a variety of tests according to established guidelines; assist in determining English proficiency of identified students
4. Assist in administering diagnostic and other tests; score and record test information
5. Monitor and report behavior of students according to approved procedures; report progress regarding student performance and behavior; check and assist students with lab work as necessary
6. Perform routine clerical duties such as preparation of instructional and classroom materials; operate copy machines; maintain classroom records; maintain attendance records
7. Provide support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies
8. Assist in overseeing students while in labs; provide for supplies inventory as necessary
9. Assist students by providing proper examples, emotional support, a friendly attitude and general guidance
10. Confer, as needed, with teachers concerning programs and materials to meet student needs
11. Contact parents of students who are absent; make home visits as necessary
12. Assure the health and safety of students by following health and safety practices and regulations
13. Direct group activities of students as assigned; assist in monitoring lunchroom and playground activities as assigned; assist in emergency drills, assemblies, play periods and field trips
14. Participate in meetings and in-service training programs as assigned
15. Utilize Positive Behavior Interventions and Supports (PBIS) as outlined at the school/district
16. Maintains regular and predictable attendance
17. Adheres to the professional code of ethics
18. Successfully utilizes technology as appropriate in job function
19. 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 student's behavior according to approved policies and procedures
- Operate instructional and office equipment

**PHYSICAL DEMANDS**

	<b>Seldom/Rare</b>	<b>Occasional</b> (up to 1/3 of work day)	<b>Frequent</b> (1/3 to 2/3 of work day)	<b>Repetitive</b> (2/3 or more of work day)
Standing/Walking				X
Sitting			X	
Handle/Finger/Feel			X	
Reach/Push/Pull			X	
Bend/Stoop/Crouch			X	
Kneel/Crawl		X		
Climb/Balance	X			
Lift/Carry (Check Frequency)				
Up to 10 lbs.			X	
Up to 20 lbs.			X	
Up to 50 lbs.		X		
Up to 100 lbs.	X			
Over 100 lbs.	X			

**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