

Class Code: 7320
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CARROLL COUNTY BOARD OF EDUCATION

Job Description for Instructional Assistant I

QUALIFICATIONS: High School Diploma or GED Certificate and ONE of the following:

- Completed at least two years of study at an institution of higher study (48 credit hours)
- Obtained an Associate's (or higher) degree
- Passed the Kentucky Paraeducator Assessment

REPORTS TO: Principal

JOB GOAL: Assist a certificated teacher in providing specific intervention instruction to individual or small groups of students, monitor and report student progress, and perform a variety of support functions in a regular classroom setting that might require additional skills and training.

PERFORMANCE RESPONSIBILITIES:

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 a member of an instructional team including remediation teams.
3. May be asked to perform health related services for students after you have been trained.
4. 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.
5. Assist in administering diagnostic and other tests; score and record test information.
6. Monitor and report behavior of students according to approved procedures; report progress regarding student performance and behavior.
7. Perform routine clerical duties such as preparation of instructional and classroom materials; operate copy machines; maintain classroom records; maintain attendance records.
8. 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.
9. Assist in overseeing students and provide for supplies inventory as necessary.

10. Assist students by providing proper examples, emotional support, a friendly attitude and general guidance.
11. Confer, as needed, with teachers concerning programs and materials to meet student needs.
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. Perform other 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.
- Intervention programs implemented

Ability to:

- Learn child guidance principles and practices.
- Communicate and maintain effective relationships with students, parents, staff and 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 behavior according to approved policies and procedures.
- Operate instructional and office equipment.
- Collect data and analyze based on intervention programs.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Carroll County Board of Education policy.

EVALUATION: Performance of this position will be evaluated in accordance with the Carroll County Board of Education policy.