

LOCAL DISTRICT CLASSIFICATION PLAN

CLASS TITLE: INSTRUCTIONAL ASSISTANT II

BASIC FUNCTION:

Assist a certificated teacher in providing instruction to individual or small groups typically in programs with exceptional children or equivalent programs; monitor and report student progress.

DISTINGUISHING CHARACTERISTICS:

Instructional Assistant II incumbents work within a complex program typically requiring additional skills and characterized by increased independence of action. Instructional Assistant I incumbents assist a certificated teacher by performing a variety of support functions in a regular classroom setting.

REPRESENTATIVE DUTIES:

Tutor individuals or small groups of students typically with a disability or handicap, reinforcing and implementing instruction as directed by the teacher; maintain records of student progress.

Participate as member of an instructional team including remediation teams; develop appropriate relationships with parents and team members; serve as a resource person to the student personnel evaluation team.

Transport students to and from activities and assist in preparation for treatment as required.

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.

Assist in administering diagnostic and other tests; score and record test information; read, understand and assist in implementing, recording and monitoring student's IEP. ● 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.

Perform routine clerical duties such as preparation of instructional and classroom materials; operate copy machines; maintain classroom records; maintain attendance records.

- 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.

Assist in overseeing students while in labs or other activities; provide for supplies inventory as necessary.

Assist students in such physical tasks as putting on and taking off of outer wear, moving from room to room, using the lavatory and others; assist student in getting on and off the bus.

Assist students by providing proper examples, emotional support, a friendly attitude and general guidance.

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REPRESENTATIVE DUTIES - continued:

Confer, as needed, with teachers concerning programs and materials to meet student needs.

Contact parents of students who are absent; make home visits as necessary.

Assure the health and safety of students by following health and safety practices and regulations.

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.

Participate in meetings and in-service training programs as assigned. • 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.

EDUCATION AND EXPERIENCE:

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 and one year experience in working with children in an organized setting.

PHYSICAL QUALIFICATIONS:

Shall have the ability to sit, lift, stoop, push, pull, any and all body movement as relates to the job description.

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