

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.

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.