



Submitted For  
Approval: 6/11/2019  
Effective: 7/01/2019

JOB TITLE:	INSTRUCTIONAL ASSISTANT TITLE I
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IA, GRADE 3
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8208
BARGAINING UNIT:	CLAA

#### SCOPE OF RESPONSIBILITIES

Under the direction of the supervising teacher or Principal, provides reading and/or math instruction on a one-to-one basis; participates as an integral member of the instructional program including tutoring students, assisting in documentation of pupil progress, preparation and organization of materials and equipment. Responsible for scheduling/placement of students, maintenance of the component(s) management system, attendance records, and for consulting with teachers and parents concerning student progress.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Implements instructional techniques and learning activities as directed by the teacher
- Organizes the tutoring station and schedules component pupils for instruction in accordance with the school's master schedule and component guidelines
- Administers, scores, and records such achievement and diagnostic tests as the teacher recommends for individual students
- Maintains management system, up to date records of attendance and performance of tutored children
- Prepares and organizes materials and equipment for instruction and instructs pupils individually or in small groups in the classroom or in the computer lab
- Participates in staff development activities and on the job training related to Title I programs
- Works with individual students or small groups of students in the classroom or the computer lab to reinforce learning of material or skills
- Provides opportunity for parents to have input in the establishment and accomplishment of educational goals for their children
- Informs parents of pupils' participation in the Title I component, reports pupil activities and needs to parents, and plans and assists in parental involvement activities appropriate to the programmed tutoring component
- Performs health services, if needed, for which training will be provided
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity and driving automotive equipment.

#### MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D.
- Passing Score on the Kentucky Para-educator Assessment or 48 college hours
- Program specific certifications/training

Demonstrated competent language skills
Experience working with children including ability to read and understand meanings of words
Effective communication skills

DESIRABLE QUALIFICATIONS
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Ability to work cooperatively with adults
Previous successful instructional experience in working with elementary or secondary children of varying backgrounds and abilities
Demonstrated knowledge of computer operations and functions
Experience with standard office machines
Experience in a diverse workplace

FOOTNOTE
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This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project.
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