



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

JOB TITLE:	INSTRUCTIONAL ASSISTANT	
DIVISION	ACADEMIC SCHOOL	
SALARY SCHEDULE/GRADE:	IA, GRADE 3	
WORK YEAR:	AS APPROVED BY THE BOARD	
FLSA STATUS:	NON-EXEMPT	
JOB CLASS CODE:	8205	8206
BARGAINING UNIT:	CLAA	CLAA

SCOPE OF RESPONSIBILITIES
Under the direction of the supervising teacher or Principal, the instructional assistant 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.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Implements instructional techniques and learning activities as directed by the teacher
Participates as an integral member of the remediation instructional team
Administers achievement and diagnostic tests as the teacher recommends for individual students
Prepares and organizes materials and equipment for instruction and instructs pupils individually or in small groups in the classroom or in the computer lab under the direction of the teacher
Operates and cares for equipment used in the classroom for instructional purposes
Distributes and collects materials for instruction
Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips
Works with individual students or small groups of students in the classroom or the computer lab to reinforce learning of material or skills under the direction of the teacher
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.

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Passing Score on the Kentucky Para-educator Assessment or 48 college hours
Demonstrated competent language skills
Successful experience working with children, individually or in groups, including ability to read and understand meanings of words and ideas associated with them and to use them effectively
Participated in program training as specified by the Kentucky Department of Education and local district
Program specific certifications/training
Effective communication skills

DESIRABLE QUALIFICATIONS
Demonstrated knowledge of computer operations and functions
Experience with standard office machines
Experience in a diverse workplace