KANNAPOLIS CITY SCHOOLS

100 Denver Street
Kannapolis, North Carolina 28023
(704) 938-1131
www.kcs.k12.nc.us

POSITION

K-5 INSTRUCTIONAL ASSISTANT

APPLICATION DEADLINE

Screening will begin with the applications that are on file, but acceptance and review of materials will continue until the position is filled.

QUALIFICATIONS

High School Diploma or equivalent **AND** one of the following (to meet "Highly Qualified" status):

- Completion of 48 semester hours of college credit; **OR**
- Possession of an Associate's Degree (or higher); **OR**
- Successful completion of the NC DOL "WorkKeys" assessment or the ETS Paraprofessional Assessment.

SALARY & BENEFITS

Ten-month, full time position
Competitive hourly pay reflective upon experience and skills
Full State Benefits Package

REPORTS TO

School Principal or his/her designee

ESSENTIAL FUNCTIONS

To provide focused instructional support to students, reinforcing core curriculum concepts under the direction of the certified teacher. The Instructional Assistant is responsible for delivering small-group interventions, collecting student performance data, and assisting in the differentiation of lessons to meet the diverse academic needs of K-5 learners.

- Facilitates small group instruction using lesson plans and strategies provided by the teacher.
- Provides "Tier 2" support to students struggling with specific concepts, utilizing approved intervention programs.
- Assists in modifying or adapting instructional materials to accommodate different learning styles and student abilities.
- Conducts one-on-one tutoring sessions to remediate learning gaps.
- Assists the teacher in observing, recording, and charting student progress and behavior.
- Maintains accurate records of student intervention groups and outcomes to support MTSS (Multi-Tiered System of Supports) meetings.
- Collaborates with the lead teacher to understand upcoming learning targets and instructional goals.

- Prepares specific instructional aids (flashcards, digital slides, games) that directly support the week's lesson objectives.
- Facilitates the use of instructional technology, guiding students through educational software.

KNOWLEDGE, SKILLS & ABILITIES

- Working knowledge of the NC Standard Course of Study for grades K-5.
- Familiarity with foundational literacy skills (phonemic awareness, phonics, fluency, vocabulary, comprehension) and elementary numeracy.
- Ability to implement specific instructional strategies (e.g., scaffolding, modeling, "I do, We do, You do").
- Skill in managing small groups effectively to maximize "time on task."
- Ability to collect data objectively and understanding of how to read basic student performance charts.
- Ability to maintain behavioral expectations within a small group setting without constantly deferring to the lead teacher.

PHYSICAL REQUIREMENTS

- This work requires the occasional exertion of up to 10 pounds of force.
- Work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires sitting and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.
- Work occasionally requires exposure to outdoor weather conditions. Work is generally in a moderately noisy location (e.g. business office, light traffic).

APPLICATION PROCEDURE

Whether you are a new applicant, a former applicant, or a current employee, please be sure that Human Resources has an up-to-date and complete application online. All applications will be reviewed and qualified finalists may be called for an interview. To complete an application, please visit:
https://www.applitrack.com/kannapolis/onlineapp/