

OWEN COUNTY SCHOOLS

JOB DESCRIPTION: INSTRUCTIONAL ASSISTANT I
JOB CLASS CODE: 7320

QUALIFICATIONS:

1. High school diploma or G.E.D.
2. Experience in working with children in an organized setting.
3. Pass the Kentucky Para-Educators Exam

REPORTS TO: School Principal

JOB GOAL: Assist certified staff members in providing instruction to individual or small groups; monitors and reports student progress.

KNOWLEDGE OF:

1. Basic subjects taught in the District.
2. Safe practices in classroom and playground activities.
3. Interpersonal skills using tact, patience and courtesy.
4. Basic record-keeping techniques.

ABILITY TO:

1. Learn child guidance principles and practices.
2. Communicate and maintain effective relationships with students, parents, staff and the public.
3. Perform routine clerical duties in support of classroom activities.
4. Understand and follow oral and written directions.
5. Learn procedures, functions and limitations of assigned duties.
6. Communicate effectively both orally and in writing.
7. Learn to apply and explain policies and procedures related to school and program activities.
8. Work cooperatively with others.
9. Monitor, observe and report students' behavior according to approved policies and procedures.
10. Operate instructional and office equipment.

PERFORMANCE RESPONSIBILITIES:

1. Tutor individuals or small groups of students, reinforcing and implementing instruction as directed by the teacher; maintain records of student progress.
2. Participate as member of an instructional team including remediation teams.
3. 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.
4. Assist in administering diagnostic and other tests; score and record test information.
5. 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.
6. Perform routine clerical duties such as preparation of instructional and classroom materials; operate copy machines; maintain classroom records; maintain attendance records.
7. 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.
8. Assist in overseeing students while in labs; provide for supplies inventory as necessary.
9. Assist students by providing proper examples, emotional support, a friendly attitude and general guidance.

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PERFORMANCE RESPONSIBILITIES:

10. Confer, as needed, with teachers concerning programs and materials to meet student needs.
11. Assure the health and safety of students by following health and safety practices and regulations.
12. Direct group activities of students as assigned; assist in monitoring lunchroom and playground activities as assigned; assist in emergency drills, assemblies and field trips.
13. Participate in meetings and in-service training programs as assigned.
14. Assist when necessary in the loading and unloading of buses.
15. Perform related duties as assigned.
16. Maintain confidentiality of information regarding employees, individual students and their families.
17. Maintain acceptable personal attendance without repeated unexcused absences, tardiness, absences without notification or abuse of sick leave.

TERMS OF EMPLOYMENT: Hourly rate and number of hours and days per year set annually by the Board of Education

EVALUATION: Performance will be evaluated in accordance with the provisions of the Board's Policy on Evaluation of Personnel.

Reviewed by (printed name of employee): _____

Employee Signature: _____

Date Signed: _____