

WARREN COUNTY PUBLIC SCHOOLS

JOB TITLE:	Instructional Assistant II The job title of Instructional Assistant II includes the following working title: <ul style="list-style-type: none">• Instructional Assistant II (Preschool)
JOB CLASS CODE:	7318
CLASSIFIED/CERTIFIED:	Classified
REPORTS TO:	Principal/Principal designee
SALARY SCHEDULE:	120
FLSA STATUS:	Non-exempt

REQUIRED QUALIFICATIONS

Any combination equivalent to: high school diploma or 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

DESIRED QUALIFICATIONS

Has current certification in CPR
Has knowledge of basic record keeping techniques
Has experience working with children in a diverse workplace

SCOPE OF RESPONSIBILITIES

The Instructional Assistant II, under the direction of the supervising teacher or Principal, assists in providing a safe and quality environment for Preschool students by tutoring students, assisting in documentation of pupil progress, preparation and organization of materials and equipment an/or instructing; also rides bus and assists bus driver in supervising, loading and unloading students.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Implements instructional techniques and preschool learning activities as directed by the teacher
Prepares and organizes materials and equipment for preschool instruction and instructs pupils individually or in small groups under the direction of the teacher
Operates and cares for equipment used in the preschool classroom for instructional purposes
Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips
Reinforces positive behavior through Positive Behavior Interventions and Supports (PBIS)
Assists teacher in implementing all policies and regulations governing student conduct for the classroom and related school activities
Understands and applies safe practices in classroom and playground activities

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Performs health services, if needed, for which training will be provided
Communicates and maintains effective relationships with students, parents, and staff, both orally and in writing
Acts in accordance with the bylaws and policies set forth by the Warren County Board of Education, KRS, KAR, and applicable federal laws and regulations
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Maintains confidentiality of all information pertaining to students
Performs other duties as assigned by the teacher, Principal, and/or Superintendent or his/her designee

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.

TERMS OF EMPLOYMENT

Number of days worked will be determined by the current school calendar adopted by the Warren County Board of Education. Salary shall be commensurate with adopted classified personnel salary schedule. Leave accrual will be as stated in Board Policy

EVALUATION

Performance of this job will be evaluated in accordance with the provision of Warren County Board of Education policy on evaluation of classified/certified personnel. Evaluations will be conducted by the Principal with input from the supervising teacher.

12/16/2021 WCBE
07/01/2022 Revised
01/19/2023 Revised

I, _____, have read and understand the terms
(name of employee) set forth in this job description.

Signature of Employee

Date