

Instructional Assistant II

Classified Position - 7318

<u>Salary</u> Category 5 per Salary Schedule	<u>Days</u> TBD	<u>Reports to:</u> Assigned Teacher School Principal
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SCOPE OF RESPONSIBILITIES

Assist a certificated teacher in providing instruction to individual or small groups typically in programs with exceptional children or equivalent programs; monitor and report student progress

DISTINGUISHING CHARACTERISTICS

- Assists a certificated teacher by performing a variety of support functions in a regular classroom setting
- Work within a complex program typically requiring additional skills and characterized by increased independence of action

REPRESENTATIVE DUTIES / ESSENTIAL FUNCTIONS

1. Tutor individuals or small groups of students typically with a disability or handicap, 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; develop appropriate relationships with parents and team members; serve as a resource person to the student personnel evaluation team
3. Transport students to and from activities. and assist in preparation for treatment as required
4. 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
5. Assist in administering diagnostic and other tests; score and record test information; read, understand and assist in implementing, recording and monitoring student's IEP
6. 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
7. Perform routine clerical duties such as preparation of instructional and classroom materials; operate copy machines; maintain classroom records; maintain attendance records
8. 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
9. Assist in overseeing students while in labs or other activities; provide for supplies inventory as necessary
10. Assist students in such physical tasks as putting on and taking off of outer wear, moving from room to room, using the lavatory and others; assist student in getting on and off the bus
11. Assist students by providing proper examples, emotional support, a friendly attitude and general guidance
12. Confer, as needed, with teachers concerning programs and materials to meet student needs
13. Contact parents of students who are absent; make home visits as necessary
14. Assure the health and safety of students by following health and safety practices and regulations
15. Direct group activities of students as assigned; assist in monitoring lunchroom and playground activities as assigned; assist in emergency drills, assemblies, play periods and field trips
16. Participate in meetings and in-service training programs as assigned
17. Utilize Positive Behavior Interventions and Supports (PBIS) as outlined at the school/district
18. Maintains regular and predictable attendance
19. Adheres to the professional code of ethics
20. Successfully utilizes technology as appropriate in job function
21. Perform related duties as assigned

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading
- Safe practices in classroom and playground activities
- Correct English usage, grammar; spelling, punctuation and vocabulary
- Interpersonal skills using tact, patience and courtesy
- Basic record-keeping techniques

ABILITY TO:

- Learn child guidance principles and practices
- Communicate and maintain effective relationships with students, parents, staff and the public including members of ethnic communities
- Perform routine clerical duties in support of classroom activities
- Print and write legibly
- Add, subtract, multiply and divide quickly and accurately
- Understand and follow oral and written directions
- Learn procedures, functions and implications of assigned duties
- Communicate effectively both orally and in writing
- Learn to apply and explain policies and procedures related to school and program activities
- Work cooperatively with others
- Monitor, observe and report student’s behavior according to approved policies and procedures
- Operate instructional and office equipment

PHYSICAL DEMANDS

	Seldom/Rare	Occasional (up to 1/3 of work day)	Frequent (1/3 to 2/3 of work day)	Repetitive (2/3 or more of work day)
Standing/Walking				X
Sitting		X		
Handle/Finger/Feel				X
Reach/Push/Pull				X
Bend/Stoop/Crouch				X
Kneel/Crawl		X		
Climb/Balance		X		
Lift/Carry (Check Frequency)				
Up to 10 lbs.				X
Up to 20 lbs.				X
Up to 50 lbs.			X	
Up to 100 lbs.		X		
Over 100 lbs.		X		

MINIMUM QUALIFICATIONS

1. Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.B.D. as required by Kentucky law
2. One year experience in working with children in an organized setting
3. Must pass the ABLE test in accordance with State regulations