

INSTRUCTIONAL ASSISTANT II

Class Code: 7320

BASIC FUNCTION:

Assist a certificated teacher in providing instruction and necessary supports to individual or small groups; monitor and report student progress.

DUTIES:

- Tutor individuals or small groups of students, reinforcing and implementing instruction as directed by the teacher; maintain records of student progress.
- Participate as member of an instructional team including remediation teams.
- 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.
- Assist in administering diagnostic and other tests; score and record test information.
- 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.
- Perform routine clerical duties such as preparation of instructional and classroom materials; operate copy machines; maintain classroom records; maintain attendance records.
- 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.
- Assist in overseeing students while in labs; provide for supplies inventory as necessary.
- Assist students by providing proper examples, emotional support, a friendly attitude and general guidance.
- Assist children with behavioral and self-care activities as appropriate or as assigned by administrative staff/designee (i.e. feeding and toileting; diapering when necessary).
- May perform health services as outlined in KRS 156.501 and KRS 156.502.
- Confer, as needed, with teachers concerning programs and materials to meet student needs.
- Assure the health and safety of students by following health and safety practices and regulations.
- Direct group activities of students as assigned; assist in before/after school supervision, monitoring lunchroom and playground activities as assigned; assist in emergency drills, assemblies, play periods and field trips.
- Participate in meetings and in-service training programs as assigned.
- Cover extra duties for other aides when they are absent as needed or assigned.
- Perform other related duties as assigned by principal/superintendent (designee).

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. and 48 college hours on official transcripts or pass the Kentucky para-educator test, as required by Kentucky law and some experience in working with children in an organized setting.

My signature below indicates that I have been given a copy of my job description.

Date