

WARREN COUNTY PUBLIC SCHOOLS

JOB TITLE:	Instructional Assistant The job title of Instructional Assistant includes the following working title: • Special Education (SPED) Instructional Assistant
JOB CLASS CODE:	7321
CLASSIFIED/CERTIFIED:	Classified
REPORTS TO:	Principal/Principal designee
SALARY SCHEDULE:	120
FLSA STATUS:	Non-exempt

REQUIRED QUALIFICATIONS

48 college credits or passing score on Kentucky Paraeducator Assessment (KPA)
Demonstrated competent language skills
Successful experience working with children, individually or in groups, including ability to read and understand meanings of words and ideas associated with them and to use them effectively
Effective communication skills
Ability to operate instructional and office equipment

DESIRED QUALIFICATIONS

Demonstrated knowledge of computer operations and functions
Ability to operate instructional and office equipment
Knowledge of basic record keeping techniques
Experience in a diverse workplace

SCOPE OF RESPONSIBILITIES

The Instructional Assistant, under the direction of the supervising teacher or Principal, participates as an integral member of the instructional program including tutoring students, assisting in documentation of pupil progress, preparation, and organization of materials and equipment.
--

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Reads, understands, and assists in implementing, recording and monitoring student's individual education plan (IEP)
Prepares and organizes materials and equipment for instruction and instructs pupils individually or in small groups under the direction of the teacher
Works with individual students or small groups of students to reinforce learning of material or skills under the direction of the teacher
Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips

WARREN COUNTY PUBLIC SCHOOLS

Understands and applies safe practices in classroom and playground activities
Reinforces positive behavior through Positive Behavior Interventions and Supports (PBIS)
Assists in routine classroom duties such as collecting materials, preparing displays, teaching centers, and bulletin boards, keeping files of instructional materials, and maintaining clean, safe, and organized classroom
Assists teacher in implementing all policies and regulations governing student conduct for the classroom and related school activities
Assists with paperwork and record-keeping and operation/use and maintenance of all classroom materials and equipment
Adheres to medical precautions when assisting with positioning, lifting or carrying students and follows District guidelines for appropriate procedures
Performs health services, if needed, for which training will be provided
Communicates and maintains effective relationships with students, parents, and staff
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