

**Classified Personnel  
Job Description**

- POSITION TITLE: Instructional Assistant II (Special Education Assistant)
- QUALIFICATIONS: Shall have a working knowledge of computers.  
Shall communicate effectively both orally and in writing.  
Shall attend in-service training with your assigned teacher.  
Shall have a minimum of a high school diploma/GED and successfully pass the Kentucky Paraeducator Assessment (KPA) or have completed 2 years (48 hours) of college work.
- PHYSICAL REQUIREMENTS: Shall have the ability to sit, lift, stoop, push, pull, any and all body movements as related to the job description.
- RESPONSIBLE TO: Supervising Teacher  
Principal
- GENERAL DUTIES: Shall assist person to whom assigned.  
Shall work for welfare of students.  
Shall maintain acceptable appearance.  
Shall demonstrate knowledge of job you have accepted.  
Shall perform assigned tasks at an acceptable level.  
Shall illustrate initiative and enthusiasm.  
Shall have acceptable work relations with fellow employees.  
Shall react positively to directives.  
Shall carry out assignments in a timely manner without undue checking.  
Shall adhere to time schedules as set forth.  
Shall have a willingness to cooperate with the principal and staff.  
Shall adhere to School Board of Education Policies and Procedures.
- SPECIFIC DUTIES: Shall assist the teacher in individual or small group instruction, and reinforce learning at school or on the bus to and from school, (i.e. physical tasks such as putting on and taking off outerwear, using the bathroom, toilet training).  
Shall assist in utilization of catheter and feeding, depending on student's physical needs.  
Shall perform routine clerical duties, such as preparation of instructional and classroom materials, operate copy machines, set-up work areas, etc.  
Shall serve as a resource person, if and when requested, to the student's evaluation team conferring about the student to whom assigned.  
Shall assist in upholding and enforcing school rules, administrative regulations and local School Board Policy.  
Shall take all necessary and reasonable precautions to protect students, equipment, materials, and facilities by following health and safety practices and regulations.  
Shall ride the bus when assigned by the Principal; assist students loading, unloading and riding the bus.  
Shall provide and perform student health services as directed by Supervisor after receiving appropriate training as required by law.  
Shall demonstrate the ability to lift and assist with physical care of student(s) as needed.  
Shall comply with and carry out IEP objectives and maintain records of student

progress.

Shall perform other task and assume other responsibilities as assigned by the Principal, Director of Special Education or Superintendent.

DAYS OF  
EMPLOYMENT:

180 days (7 hours per day)

Head Start 180 days (7.5 hours per day)

SALARY:

Commensurate with the Ashland Independent Schools Classified Salary Schedule.

Adopted: May 10, 2022