

**Classified Personnel
Job Description**

POSITION TITLE: Instructional 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 all instructional activities.
Shall perform a multitude of duties thus relieving the teacher to lead educational experiences and activities.
Shall prepare materials and/or equipment for use in classroom activities; gather appropriate resource materials.
Shall work on an individual basis and in small groups with students to reinforce basic skills.
Shall assist students in library/media center and computer assisted instruction.
Shall perform clerical duties as needed.
Shall perform any other duties as assigned by the supervisor.

DAYS OF EMPLOYMENT: 180 days (6 hours per day)
Head Start 180 days (7.5 hours per day)

SALARY: Commensurate with the Ashland Independent Schools Classified Salary Schedule.

Updated: 8/24/17