



Boyle County Schools - JOB DESCRIPTION

101 Citation Drive, Suite C | Danville, Kentucky 40422 | 859.236.6634

POSITION: Instructional Monitor I

SCHOOL / DEPT: Academics / Early Learning Center

EVALUATOR: Child Development Center Director

SALARY SCHEDULE: Instructional Monitor - Level I

APPROVED BY: Boyle County Board of Education **DATE:** April 2023

ABOUT US

Kids come first at Boyle County Schools. We're proud to employ a team of educators and staff who strive for excellence, crave innovation and look for ways to provide students with personalized learning environments. A state and national leader in education, Boyle County Schools elevates more than 2,500 students to the highest levels of achievement through growth in academics, the arts and athletics.

ABOUT THE POSITION

The Instructional Monitor I will provide an appropriate educational program and safe environment for young children within the Child Care Program. The Instructional Monitor I will assist by performing a variety of support functions in an assigned classroom or child care setting.

JOB QUALIFICATIONS

This position requires any combination equivalent to:

- At least 18 years of age.
- A high school diploma or G.E.D. Certificate as required by Kentucky law.
- Child Development Associate preferred.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following are listed for reference. Success will involve the ongoing demonstration of desire and ability to perform responsibilities effectively, efficiently, pleasantly and with a focus on student success.

- Provide a healthy, safe and welcoming environment to young children; maintain records of student progress.
- Undertake the physical duties involved in working with young children.
- Develop and maintain good relationships with families and other caregivers.
- Administer diagnostic and other tests; scores and records test information.
- Monitor and report behavior of young children according to approved procedures; report progress regarding student performance and behavior.
- Perform routine clerical duties such as preparation of instructional and classroom materials; operates copy machines, maintains classroom records; maintains attendance records.
- Provide support to the Child Care Worker, Lead by setting up work areas, displays and exhibits, operate audio-visual equipment, operate educational training equipment and distribute and collect paper and supplies.
- Oversee children while in play groups.
- Assist children by providing proper examples, emotional support, a friendly attitude and general guidance.
- Confer with the Child Care Worker, Lead and colleagues concerning programs and materials needed to meet children's needs.
- Assure the health and safety of children by following health and safety practices and regulations.

- 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.
- Participate in meetings and in-service training programs as assigned.
- Maintain confidentiality of students and/or staff.
- Maintain and keep all required certification current for necessary compliance.
- Strict adherence to the Policies and Procedures of the Boyle County Board of Education, the Employee Handbook and Kentucky Revised Statutes.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES: Children ages birth to five years old.

WORKING CONDITIONS

- Regularly required to use hands for simple grasping and fine manipulatives.
- Regularly required to communicate effectively using speech, vision and hearing.
- Frequently required to stand; walk; and stoop, kneel, crouch, or crawl.
- Occasionally required to sit and climb or balance. Occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Occasionally exposed to outside weather conditions.
- The noise level in the work environment is usually loud.

DISCLAIMERS AND OTHER PERTINENT INFORMATION

- The work environment described is representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.
- This document does not create an employment contract, implied or otherwise.