



Boyle County Schools - JOB DESCRIPTION

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

POSITION: Instructional Assistant, Level 1

SCHOOL / DEPT: School

EVALUATOR: Principal and / or Designee

SALARY SCHEDULE: Instructional Assistant

APPROVED BY: Boyle County Board of Education

DATE: DECEMBER 2024

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 Assistant will assist an on-site director, classroom teacher, or other staff member in providing a safe and quality environment for students by performing a variety of support functions in an assigned classroom or other school setting.

JOB QUALIFICATIONS

This position requires any combination equivalent to:

- Completion of two years of study at an institution of higher education; or
- Associate's degree (or higher); or
- High school diploma (or equivalent) and successful completion of the Kentucky Paraeducator Assessment (KPA).

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.

- Monitor students on a one-to-one basis, in small groups or in large groups, following protocols to ensure student health and safety in the classroom, on the playground and while on school transportation.
- Assist in small group instruction and supervision; tutor students at teacher's request; Assist teacher in maintaining discipline and other daily classroom functions.
- Assist with set up of the classroom and prepare materials for specialized instructional units.
- Handle attendance reports and related clerical functions with the teacher or on-site director. Assist in assembling, organizing and displaying classroom materials.
- Reinforce learning skills as assigned by the teacher, with groups of students or a single student; suggest activities that can enhance learning.
- Assist parents and school personnel with safe loading, unloading and monitoring of students on school transportation; assist in coordinating seating of students as required by State Transportation Guidelines as needed.
- Strive to promote positive parent and child interactions and activities while maintaining positive rapport with students and families.
- Communicate and maintain effective relationships with students, parents, and staff, both orally and in writing.
- Assist in enforcing and upholding school regulations; employ classroom management techniques.

- Keep a close working relationship with the teacher or director by giving frequent feedback from one-on-one or small group sessions.
- Assist in maintaining a clean, neat, orderly classroom and school building.
- Assist with non-instructional duties in other areas of the building or district as assigned.
- Operate standard school equipment, technological devices and related software programs.
- Maintain student records as specified while maintaining confidentiality.
- 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: Students.

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 75 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Requires activities involving being around commercial transportation, exposure to marked changes in temperature (above 100 degrees and below 32 degrees) and humidity and outside weather conditions.
- The noise level in the work environment is usually loud.
- Occasionally will walk on slippery surfaces.
- Occasionally lift and/or move up to 75 pounds.
- 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.