

**CUMBERLAND COUNTY SCHOOL DISTRICT  
JOB DESCRIPTION**

Job Title: Instructional Assistant  
Job Class Code: 7320  
Pay Scale: per salary schedule

Reports to: Principal  
Work Schedule: per salary table  
Approval Date: June 16, 2016

**PERFORMANCE RESPONSIBILITIES**

- Tutor individuals or small groups of students, reinforcing and implementing instruction as directed by the teacher; maintain records of student progress.
- Participate as member of an instructional team including remediation teams.
- Prepare and organize lessons as directed by the teacher; administer and score a variety of tests according to established guidelines; assist in determining English proficiency of identified students.
- Assist in administering diagnostic and other tests; score and record test information.
- Monitor and report behavior of students according to approved procedures; report progress regarding student performance and behavior; check and assist students with lab work as necessary.
- Perform routine clerical duties such as preparation of instructional and classroom materials; operate copy machines; maintain classroom records; maintain attendance records.
- Provide support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies.
- Assist in overseeing students while in labs; provide for supplies inventory as necessary.
- Assist students by providing proper examples, emotional support, a friendly attitude and general guidance.
- Confer, as needed, with teachers concerning programs and materials to meet student needs.
- Contact parents of students who are absent; make home visits as necessary.
- Assure the health and safety of students 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.
- Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

Education: Any combination equivalent to high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.

Certification/Licensure: **Passing score on the local Instructional Assistant Aptitude Exam or 2 years College Credit**

Experience: N/A

**IMPORTANT NOTES**

*This document provides descriptive information about the aforementioned Cumberland County School District's position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Cumberland County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.*