



ANCHORAGE INDEPENDENT SCHOOL DISTRICT

11400 Ridge Road, Anchorage, KY 40223 - 502-245-8927

Classified Vacancy Notice

Date Posted: July 9, 2021

Position: Part-Time Instructional Assistant Grade Level: K-8
Reports to: Principal/Teacher Work Year/Day: 181 Days
Deadline for Submitting Application: July 17, 2021 or Until Filled

Requirements:

- College preferred/Minimum of high school diploma or G.E.D.
- Previous experience in a school setting preferred
- Technology skills preferred (teleconferencing, Google tools, creating videos, etc.)
- Knowledge of child growth and development/interest in children
- Criminal Background Check (upon offer of employment)/KY Cabinet for Families and Children verification letter of no history of substantiated abuse/neglect
- Minimum of three (3) references
- Requires the ability to lift and carry moderate weight

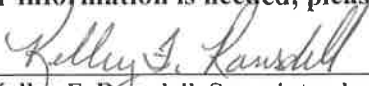
Salary/Grade: Anchorage Independent Classified Salary Schedule – V, VI (based on training)

Scope of Responsibilities: Acts as instructional assistant to teacher. Helps teacher with the instruction and supervision of children. Maintains a positive attitude; helps improve the learning environment.

PERFORMANCE RESPONSIBILITIES:

1. Assists with the implementation of the teacher's lesson plans and instruction.
2. Interacts one-on-one with students who need help.
3. Is assertive in keeping students on task while remaining sensitive to students' needs, abilities, and ages.
4. Monitors students during special recreational activities.
5. Helps special area teachers by supervising class-to-class; assists in class when needed.
6. Assists in helping publish students' books and other writing.
7. Runs copies for teachers.
8. Assists with grading and averaging of grades.
9. Helps with bulletin boards.
10. Accompanies teacher on field trips.
11. Helps classroom management of student work.
12. Helps set up materials for classroom projects.
13. Helps with housekeeping chores for opening and closing of school.
14. Assists teachers with portfolios as needed.
15. Administers health services, which may include provision of direct health care, administration of medication, the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures, if trained and properly delegated authority to perform the service by a physician or nurse.
16. Completes training as required.
17. Completes other tasks as assigned.

The employment opportunity notice and job description shall be posted at an appropriate place in each building and at the Central Office. If further information is needed, please contact the Superintendent's Office at 502.245.8927


Kelley F. Ransdell, Superintendent

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