

NOTICE OF VACANCY

Murray Head Start is seeking qualified applicants for the following position:

PRESCHOOL INSTRUCTIONAL ASSISTANT

Paducah, KY

JOB SUMMARY & RESPONSIBILITIES:

Responsible for assisting the preschool teacher in providing instruction to individuals or small groups. Responsible for monitoring and reporting student progress. Duties may be instructional or non-instructional and include assisting with planning and program implementation, clerical duties, housekeeping duties and care giving.

See additional duties and information in the attached job description.

QUALIFICATIONS:

Required Qualifications: Minimum requirement of a high school diploma or GED. Must have or be able to obtain a Child Development Associate (CDA) credential.

Interested individuals may request an application from the Murray Head Start office by calling (270) 753-6031 or by downloading an application at <http://www.headstart.murray.kyschools.us/downloads.asp>.
Criminal background check(s), recent medical exam, and TB skin test/assessment are required.

Submit to:

Murray Head Start
Attn: Human Resources
208 South 13th Street
Murray, KY 42071

OR

heather.newsome@murray.kyschools.us

Fax: (270) 753-8599

DEADLINE

Applications will be accepted until position is filled.

Posted 1/24/18

Equal Opportunity Employer

Murray Head Start Classified Job Description

Title: **Instructional Assistant**

Primary Supervisor: **Center Supervisor**

- Qualifications:
- 1) Must be chosen with reference to personal, education, physical, moral and emotional fitness.
 - 2) Shall demonstrate the ability to communicate and work effectively with students, peers, parents and administrators.
 - 3) Shall have a high school diploma or GED required. Must have or be able to obtain a Child Development Associate (CDA) credential.

Job Goal: To assist a certified teacher in providing instruction to individual or small groups typically in programs with exceptional children or equivalent programs and to monitor and report student progress.

General Duties and Performance Responsibilities:

- Determine appropriate action within clearly defined guidelines.
- Present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
- Seek to establish friendly and cooperative partnerships between home and school.
- Work to develop a positive public relationship between Head Start and the community.
- Carry out assignments in a timely manner without undue checking.
- React positively to directives.
- Have a willingness to cooperate with all staff and administration.
- Maintain the confidentiality, both verbally and in written form, of each student's educational record.
- Strive to maintain and improve professional competence.
- Take necessary precautions to protect students, equipment, materials and facilities.
- Adhere to all Policies and Procedures.
- Adhere to policies set forth by the Educational Professional Standards Board.

Specific Duties and Performance Responsibilities:

- Duties may be instructional or non-instructional and include assisting with planning and program implementation, clerical duties, housekeeping duties and care giving.
- Assists in providing a safe environment to prevent and reduce injuries.
- Assists in promoting good health and nutrition and in providing an environment that contributes to the prevention of illness.
- Assists in using space, relationships, materials, and routines as resources for constructing an interesting, secure and enjoyable environment that encourages play, exploration, and learning.
- Supports the provision of activities and opportunities that encourage curiosity, exploration, and problem solving, appropriate to the development levels and learning styles of children.
- Actively communicates with children and provides opportunities and support for children to understand, acquire, and use verbal and nonverbal means of communicating thoughts and feelings.

- Provides opportunities that stimulate children to play with sound, rhythm, language, materials, space and ideas in individual ways to express their creative abilities.
- Provides physical and emotional security for each child and helps each child to know, accept, and take pride in himself or herself and to develop a sense of independence.
- Works under direction of teacher.
- Other duties as assigned by supervisor.

The statements outlined above in the description are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills that may be assigned by the immediate supervisor.

Terms of Service: Wages and work days to be established by Murray Independent Schools / Murray Head Start.

Evaluation: Performance of this job will be evaluated in accordance with provision of Murray Independent Schools' policy on Evaluation of Certified (or Classified) Personnel.

Signature

Date