

## **Support Staff Council Meeting Minutes**

### **October 23, 2015**

The *Support Council* met on October 23, 2015 at 9:00 a.m. in the Central Office conference room. Council members present were: Melissa Curry, Jennifer Maynard, Michelle Hollingsworth, Michael Dunaway, Ed Eary, Lisa Evans, Robin Sontag, Lisa Sieberkrob, Don Richardson and Richard Harden.

#### **Welcome:**

Mr. Harden called the meeting to order and welcomed all members to the Support Council meeting.

#### **Communications:**

The communication section centered on the following:

- **Official Job Descriptions:** All Support Staff positions in Kentucky school districts are linked (by the MUNIS accounting system) to State-provided job descriptions. These descriptions are codified in a publication called the *Kentucky Local District Classification Plan*. Local districts may also revise or develop additional job descriptions. The descriptions for *Instructional Assistants* and *Paraprofessional Teaching Assistants* are attached to these minutes.
- **Substitute Availability:** The issue of obtaining & maintaining an appropriate number of qualified substitutes is a regional and statewide issue. In regards to AESOP (the substitute calling and accounting system), that program is working as designed. AESOP secures substitutes within required guidelines so that the legal regulations concerning the assignment of substitutes are being met. Becky Sewell will be available at the December 10 meeting to answer questions about AESOP.
- **Cafeteria Menu Item:** Regarding an item discussed in a previous meeting, Ms. Karen Barden notes that *vegetarian beans* are part of the Federal Food Service program. Those vegetables have been engineered to meet nutritional requirements and are required to be served at least once per week. Students do have the option to decline this food item.
- **Bus Garage:** It was reported that the soft drink machine is currently malfunctioning. Lisa Sieberkrob will be in contact with the vendor to get this resolved.
- **Support Council Election Process:** The process for electing members to the Support Staff Council for 2016 will take place in November and December. The newly elected Support Council group will begin in January 2016.

#### **Other:**

- If there are questions or issues that need to be discussed at the next *Support Council* meeting, please email those to Richard Harden in advance at: [richard.harden@jessamine.kyschools.us](mailto:richard.harden@jessamine.kyschools.us).

The next meeting of the *Support Council* will be **Thursday, November 19<sup>th</sup> at 9:00 a.m.**

## **LOCAL DISTRICT CLASSIFICATION PLAN**

**CLASS TITLE: INSTRUCTIONAL ASSISTANT I**

### **BASIC FUNCTION:**

Assist a certificated teacher in providing instruction to individual or small groups; monitors and report student progress.

### **DISTINGUISHING CHARACTERISTICS:**

Instructional Assistant I incumbents assist a certificated teacher by performing a variety of support functions in a regular classroom setting. Instructional Assistant II incumbents work within a complex program typically requiring additional skills and characterized by increased independence of action.

### **REPRESENTATIVE DUTIES:**

- 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.

**REPRESENTATIVE DUTIES - continued:**

- Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading.
- Safe practices in classroom and playground activities.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques.

**ABILITY TO:**

- Learn child guidance principles and practices.
- Communicate and maintain effective relationships with students, parents, staff and the public including members of ethnic communities.
- Perform routine clerical duties in support of classroom activities.
- Print and write legibly.
- Add, subtract, multiply and divide quickly and accurately.
- Understand and follow oral and written directions.
- Learn procedures, functions and limitations of assigned duties.
- Communicate effectively both orally and in writing.
- Learn to apply and explain policies and procedures related to school and program activities.
- Work cooperatively with others.
- Monitor, observe and report students behavior according to approved policies and procedures.
- Operate instructional and office equipment.

**EDUCATION AND EXPERIENCE:**

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 and some experience in working with children in an organized setting.

**CLASS TITLE: PARAPROFESSIONAL TEACHING ASSISTANT**  
(Bachelor Degree Required)

**BASIC FUNCTION:**

Assist in the implementation of education programs by providing comprehensive assessments, evaluations and instruction to meet the needs of children; provide leadership and assistance to support functions with a minimum of supervision.

**REPRESENTATIVE DUTIES:**

- Assist in the implementation of education programs by providing comprehensive assessments, evaluations and instruction to meet the needs of children
- Provide leadership and assistance to support functions with a minimum of supervision
- Implement instructional techniques and learning activities as required by the Kentucky Department of Education and local District
- Provide instruction, tutoring and appropriate learning materials and experiences for the participants and assist in continuous evaluation of students' progress and achievement
- Assist with the documentation of pupil progress and attendance on a continuous basis
- Maintain accurate program records and provide data to appropriate personnel
- Plan regularly with staff and participate in appropriate school meetings and activities
- Prepare and organize materials and equipment for remedial instruction
- Participate as an integral member of the remediation and instructional team
- Comply with policies, rules and regulations of the District and of State and federal regulatory agency where appropriate
- Promote program, interpret purpose of program to potential clients and interested persons in the community
- Perform related duties as assigned

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Basic instructional methods and techniques
- Basic learning theory applicable to the student group served
- Students with special needs, multi-cultural and multi-ethnic backgrounds
- Basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading
- Safe practices in classroom and playground activities
- Interpersonal skills using tact, patience and courtesy
- Basic record-keeping techniques

**ABILITY TO:**

- Provide instruction working with children and parents with special needs, multi-cultural and multi-ethnic backgrounds
- Monitor and evaluate student progress
- Communicate effectively both orally and in writing
- Maintain routine records
- Read, interpret, apply and explain rules, regulations, policies and procedures
- Maintain current knowledge of program rules, regulations, requirements and restrictions
- Analyze situations accurately and adopt an effective course of action
- Plan and organize work

**EDUCATION AND EXPERIENCE:**

Bachelor degree required and teacher certification preferred