

Impact Institute

JOB DESCRIPTION

DIVISION/DEPARTMENT:	Adult Education
JOB TITLE:	Instructional Assistant
REPORTS TO:	Assistant Adult Education Director
JOB GOAL:	Assist students in reaching their maximum goal.
QUALIFICATIONS:	High school diploma or equivalent
TYPE OF POSITION:	Part-time
SUPERVISES:	N/A

KNOWLEDGE, SKILLS, & ABILITIES:

Possess good organizational skills and have the ability to prioritize functions and manage time wisely. Have the ability to communicate effectively, both orally and in writing.

PERFORMANCE RESPONSIBILITIES:

- Provide orientation to new adult learners to include welcoming the learner, explaining how the class operates, what is expected of the learner and the rules of the class site.
- Distribute the Learner Registration form and assist the learner in completing the form.
- Administer the appropriate assessment tool to determine the placement level, and needed life skills, of the adult learner.
- Assist the instructor and learner in defining areas of academic deficiency and determining learner goals.
- Responsible for maintaining individual learner records indicating progress, attendance and goals.
- Administer comparable assessment tool to learner after completion of 40 instructional hours.
- Assist in the follow-up activities for learners who have stopped attending class.
- Provide information to the learner which may assist him/her in contacting area agencies for needed services.
- Maintains the instructional inventory at the class site.
- Assist the instructor with individual learner instruction as needed.
- Enter attendance and testing scores in InTERS.

TERMS OF EMPLOYMENT:

Wages and benefits shall be paid consistent with the DeKalb County Eastern Community School District's Collective Bargaining Agreement compensation outline. Length of work year and hours of employment shall be those established by Impact institute.