

JOB DESCRIPTION

POSITION TITLE: Instructional Aide, Adult Education	JOB CODE: ADE4
DIVISION: Accountability and Research	SALARY SCHEDULE: N/A
DEPARTMENT: Alternative Education	WORK DAYS: As Needed
REPORTS TO: Supervisor, Adult Education	PAY GRADE: N/A
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Performs clerical and instructional duties as needed to support Adult Education Programs and services to clients.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: None
3.	Experience: 2 years clerical experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication, computer, organizational skills

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Assists with classroom orientation.
3.	Assists with communication of schedules and general program information to students.
4.	Assists with maintaining student records and attendance data.
5.	Provides direct instructional support to students in computer lab setting.
6.	Provides individual instructional assistance to students.
7.	Assists with monitoring students during instruction.
8.	Participates in staff development.
9.	Assists in the coordination and/or administration of testing.
10.	Completes teacher copy requests.
11.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____