



## Job Description

**Job Title: Instructional Aide (Part-time)**

**Job Code: H1001**

Effective: July 1, 2015

### JOB SUMMARY

The Instructional Aide assists instructors with providing education and/or training to technical college students.

### MAJOR DUTIES

- Assists instructor with classroom presentations;
- Assists instructor in maintaining an effective learning environment;
- Completes documentation of student progress;
- Performs various types of clerical tasks to assist instructor;
- Prepares materials, exhibits, equipment and demonstrations;
- Requests and maintains assigned classroom supplies, materials and equipment;
- Tutors and assists individual students in the learning environment;
- Participates in assessment, planning, budgeting, and staff development;
- Performs other duties as assigned.

### COMPETENCIES

- Skill in oral and written communication
- Knowledge of State Board Policies
- Ability to assist students individually or in groups
- Ability to maintain accurate records
- Ability to prepare lesson materials
- Ability to operate workroom machinery such as fax machines, copiers, scanners, shredders, etc.

### MINIMUM QUALIFICATIONS

- High School diploma or GED

## **PREFERRED QUALIFICATIONS**

- Some programs may require certain qualifications and/or credentials