

**JOB TITLE: INSTRUCTIONAL ASSISTANT
(SPECIAL ADULT EDUCATION PROGRAMS)**

JOB DESCRIPTION:

This employee is responsible for assisting the teacher in organizing and implementing an instructional, academic program. This employee will work under direct supervision of a teacher or teachers in the adult education program.

Duties of this position include but are not limited to:

1. **Classroom Management:**
 - a. Assisting the teacher with maintaining a classroom environment conducive to effective learning.
2. **Knowledge of Subject Matter:**
 - a. Communicating accurate knowledge of subject matter in a comprehensible manner using language and style appropriate to the learner.
 - b. Applying concepts, laws, and rules relevant to subject matter.
 - c. Demonstrating a breadth of subject matter knowledge that enables students to approach and to interrelate topics from a variety of perspectives, interests, and points of view.
 - d. Using the current references, materials, and technologies of the subject field in a manner appropriate to the adult learner.
 - e. Demonstrates the ability to check student comprehension of subject matter and providing accurate feedback to students.
3. **Planning For Instruction:**
 - a. Assisting the teacher with the design of the academic program based on the assessed needs of students.
 - b. Assisting the teacher with preparation and implementation of lesson plans for students based on assessed needs and in accordance with the district's philosophy and curriculum system.
 - c. Preparing materials for the teacher.
4. **Delivery of Instruction:**
 - a. Providing academic assistance and support for individual and/or small groups of students as directed by and under the supervision of the teacher.
 - b. Assisting the teacher with effective utilization of media and technology in the classroom.
 - c. Assisting with data collection, including recording literacy completion points.
5. **Assessment of Student Performance:**
 - a. Assisting the teacher with administration of appropriate assessments designed to measure and observe student progress.
 - b. Assisting the teacher with evaluating student progress on a regular basis and providing feedback to students.
 - c. Administering and scoring tests.
6. **Communication:**
 - a. Establishing and maintaining cooperative relations with other employees.
 - b. Assisting the teacher with establishing and maintaining open lines of

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communication with students concerning academic and behavioral progress of assigned students.

- c. Assisting the teacher with preparing progress reports to school personnel and to students.

7. Professional Development Program:

- a. Continuing professional growth through educational inservice, meetings and professional literature.

8. Other Professional Responsibilities:

- a. Assisting the teacher with ensuring that each student in the program has the necessary records in his/her permanent record and/or portfolio.
- b. Performing other responsibilities, as directed.

REQUIRED QUALIFICATIONS:

- 1. High School Diploma or equivalent.
- 2. Associate's Degree, OR
- 3. 60 hours of college/university level course work, OR
- 4. Demonstrated proficiency on district assessment.