

# Impact Institute

## JOB DESCRIPTION

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

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### **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.

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## JOB DESCRIPTION

<b>DIVISION/DEPARTMENT:</b>	Adult Education
<b>JOB TITLE:</b>	Instructor
<b>REPORTS TO:</b>	Assistant Adult Education Director
<b>JOB GOAL:</b>	Teach reading, English composition and grammar, math, and employability/workforce preparation skills to adults and out-of-school youth for the purposes of employment re-employment, enhanced employment, or post-secondary training.
<b>QUALIFICATIONS:</b>	Minimum Bachelor's Degree required; Indiana State Teacher's License preferred.
<b>TYPE OF POSITION:</b>	Part-time
<b>SUPERVISES:</b>	N/A

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### **KNOWLEDGE, SKILLS, & ABILITIES:**

Instructor must have mathematical skills including the ability to add, subtract, multiply and divide whole numbers; the ability to apply basic arithmetic calculations using units of American money, weight and distance units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent, and to draw and interpret graphs; and have the ability to apply concepts of basic algebra and geometry. The language skills required include the ability to read and comprehend simple instructions, short correspondence, and memos; the ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals; the ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulation; the ability to read, analyze and interpret scientific and technical journals, financial reports, and legal documents; the ability to write simple reports and correspondence; possess the ability to write reports, business correspondence, and procedure manuals; have the ability to speak and present effectively with other employees or students; have the ability to present information in one-on-one and small group situations to other employees, students, administration, or community members. Ability to effectively present information and respond to questions from groups of administrators, students, and/or the general public; and ability to respond to common inquiries or complaints from students, state consultants, or members of the community. The instructor must also have the reasoning ability to apply simple understanding to carry out detailed but basic written and/or oral instructions; possess the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form; and finally they have the ability to define problems, collect data, establish facts, and draw valid conclusions.

### **PERFORMANCE RESPONSIBILITIES:**

- Develops and monitors own professional development.
- Accommodates diverse learning styles, abilities, cultures, and experiences including learners who have disabilities & other special needs.
- Refers special needs learners to other local programs for additional help when appropriate.
- Creates and employs individual, group and team learning experiences.
- Uses results of assessment data (diagnostic and needs) on a regular basis to plan lessons, develop curricula, monitor progress towards objectives and goals, and to verify learning.

- Monitors readiness for adult high school equivalency exam based upon learner performance.
- Oversees record keeping of the state's online data management system; attendance and scores must be entered weekly.
- Creates a physical and interpersonal climate that is conducive to learning.
- Communicates program guidelines to learners and maintains educational atmosphere.
- Maintains supervision of Adult Education program site at all times.
- Conducts initial student assessment.
- Creates adult learning plan for each student.
- Individual, small group and whole group instruction.
- Student follow-up.
- Reads weekly updates & emails to stay current with policies and procedures, and attends staff meetings/professional development.
- Other duties as assigned.

**TERMS OF EMPLOYMENT:**

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