

Jordan School District  
**EDUCATION SUPPORT PROFESSIONAL JOB DESCRIPTION**

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Job Title: <b>Classroom Assistant- Adult Education (R93)</b>	Job Family: 04
Department: Language and Culture Services	Lane Placement: 3
Supervisor's Title: Director	Contract: 180 Days
FLSA Classification: _____ Non-Exempt _____	Hours per Day: 7
Original date: <u>08/24</u> Revised: _____ Revised: _____ Revised: _____	

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**GENERAL FUNCTION**

Under the supervision of the Department Director, the **Classroom Assistant – Adult Education** may assist the department in a variety of capacities in the instruction of adult learning (e.g. creating curriculum, grading, working with parents in small groups, instructing teachers in learning a new language, assisting Family Engagement processes of the department, etc.) Responsible for instructing adults to learn English and/or Spanish. Will provide instruction and assist with developing curriculum.

**Note: Position is paid for through grant funding and is a temporary, one year only contract.**

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

**ESSENTIAL FUNCTIONS**

- Assist the department in a variety of capacities in the instruction of adult learning (e.g. creating curriculum, grading, working with parents in small groups, instructing teachers in learning a new language, assisting Family Engagement processes of the department, etc.)
- Responsible for instructing adults to learn English and/or Spanish. Will provide instruction and assist with developing curriculum.
- Assist one or more of the Teacher Specialists by preparing materials/facilities for classroom instruction as directed (e.g. correct papers, make copies, decorate bulletin boards, assemble art materials and/or, assist the teacher with general clerical duties).
- Tutor parents and teachers individually or in small groups under the direction of the teacher.
- Assist adult learners needing supplemental help with various school subjects and programs.
- Maintain effective and positive communication with teachers, students, patrons, volunteers and district employees.
- Maintain confidentiality of student or District information by following District policies regarding confidential information.
- This position requires punctual and regular daily attendance at work location.

**NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

**QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

**Minimum Job Qualifications:**

- Requires a High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Must be fluent in English and must be able to communicate in Spanish, both verbally and in writing.
- Requires an Associate’s degree PLUS one year of experience in conducting or assisting in classroom instruction, or an equivalent combination of education and experience. Experience instructing adult learners preferred.
- Requires strong computer technology skills, including Microsoft Office products.
- Requires effective problem solving, organizational, multi-tasking, and time management skills.
- Works well with adults and instruction of adults Requires references demonstrating personal integrity and dependability.
- Must demonstrate competence in reading, writing and basic math.
- Requires excellent communication and interpersonal skills.
- Requires the ability to follow instructions of the classroom teacher or supervisor.
- Incumbent must maintain positive relations with adult learners and staff in both structured and unstructured situations.
- Must be self-motivated and proactive in completing tasks with minimal direction.

**NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.**

**Machines, Tools & Equipment Used:**

- Standard office equipment, computers, standard machines used in teacher work room.

**Physical Requirements – Not limited to the following:**

- While performing the duties of this job, the assistant is regularly required to speak and/or hear. The assistant is frequently required to sit; occasionally required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The assistant is occasionally required to use hands to handle or feel.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

- Occasional (0-33%)    Frequent (34-66%)    Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

**NOTE:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*