

JOB DESCRIPTION

TITLE:	INSTRUCTIONAL AIDE ALTERNATIVE SCHOOL
JOB SUMMARY:	Assist the teacher with instructing students in basic skills and personal interaction.
JOB DUTIES:	Work with designated students in the classroom or an adjoining room on basic skills (i.e., math, reading, writing). Direct students to necessary reference books and resources. Address special needs of students requiring individual tutoring who have been identified by the instructor for special attention. Monitor and supervise the youngsters during weekly presentations, lectures, or films and to ensure they are working on academic subjects. Assist in administering and correcting class assignments. Make sure students have proper supplies. Organize student folders. Orient new students to classroom rules and assignments. Copying when needed. Other duties as assigned.
TRAINING, EDUCATION EXPERIENCE:	Specific areas of instruction can be incorporated, depending on the volunteer's area of expertise. Attendance at a half-day Cultural Diversity Training required. Experience teaching or tutoring youth is helpful. Must have a mastery of basic language and math skills.
PERSONAL TRAITS:	Interact well with juveniles. Ability to be patient and give clear instructions. Must be flexible.
REQUIREMENTS:	Must be 18 years of age or older and out of high school. Must submit to a background check.
JOB RELATIONSHIPS:	Supervised by the assigned classroom teacher. Responsible to the Volunteer Services Manager.
TIME COMMITMENT:	A minimum of once a week for three months during school hours. (8:30-11:30 a.m. or 1:00-2:30 p.m.)