

|                        |   |
|------------------------|---|
| <b>Title:</b>          | <b>Adult Education Aide</b>   |
| <b>Department:</b>     | <b>Support Staff</b>  |
| <b>Classification:</b> | <b>Non-Certified</b>  |
| <b>Status:</b>         | <b>Part-time, Classified (145-150 days)</b>   |
| <b>Hours:</b>          | <b>Typically, Monday–Thursday 8:30 M– 1:00 PM, with some Fridays</b><br><b>Follows abbreviated school year calendar</b> |
| <b>Reports to:</b>     | <b>Adult Education Director</b>   |

**Position Summary:**

NEO's Adult Education Aide will provide support to the Adult Education Director, classroom teacher(s) and students by assisting with new student intake and registration, student pre and post testing, one-on-one and small group instructional support, clerical duties, and student follow-up.

**Minimum Qualifications:**

1. High School Diploma or high school equivalency diploma;
2. Demonstrated ability to work with people from diverse ethnic groups;
3. Demonstrated capacity to provide instructional support in all academic subject areas;
4. Ability to assist with general clerical and record keeping related activities;
5. Strong computer and technology skills.

**Principle Responsibilities and Duties:**

1. Assist teacher in preparing instructional materials, maintaining student records, classroom supplies, etc.;
2. Assist teacher and students with remote learning;
3. Maintain attendance records and enter data as requested into student management system;
4. Assist Adult Education Director with new student intake and registration process;
5. Assist with administration of online testing and other assessments and assignments;
6. Conduct small group and individual instructional exercises and support as assigned by teacher;
7. Communicate any and all student-related issues to teacher and/or Adult Education Director;
8. Participate in staff development, staff meetings, and special events as assigned;
9. Assist with student follow-up and other phone calls;
10. Perform additional tasks as assigned that fall within the scope of this position.

**Skills, Knowledge and Abilities:**

1. Excellent work ethics including dependability, professionalism, accountability, collaboration, following directions, problem solving and taking initiative;
2. Solid academic knowledge;
3. Solid technology skills;
4. Strong communication skills;
5. Adherence to NEO and Adult Education policies and procedures;
6. Enforcement of high expectations of student behavior and performance;

7. Effective interpersonal skills necessary to effectively work with persons at all levels, maintaining productive relationships both inside and outside the organization;
8. Demonstrated respect, appreciation and sensitivity to cultural diversity.

**Special Requirements:** *(includes equipment, hours, physical demands)*

Work Environment: The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Occasional exposure to a variety of weather conditions. Exposure to heated/air conditioned and ventilated facilities. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment. Function in a workplace that is usually moderately quiet but that can be noisy at time

Equipment: This position is required to maintain a working knowledge of some office equipment including personal computers and printers, audio-visual equipment, telephone systems, copiers, fax machines and other office equipment.

Hours: This position may require day or evening hours.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Must be able to sit, stand, walk, lift, carry, push/pull, climb, bend, stoop, speak and hear, and work extended hours and days. Must be able to perform fine motor skills. Must be able to lift and/or move up to 25 pounds. Reasonable accommodation may be made to enable individuals with disabilities to perform all the essential responsibilities and functions of the job.

---

By signing below, I signify that I have read and reviewed this job description. I understand the content and have had the opportunity to comment. I understand that I am responsible to abide by this job description and related expectations communicated to me by my supervisor.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Developed & Approved: Rebecca Reiner, NEO Executive Director*

*Date Last Revised: 7.10.2020 rr*