

## JOB DESCRIPTION

**Company Name:** JIM Enterprises, Inc.

**Job Title:** Parent Instructor

**Reports To:** Director of Programs and Sales

**Classification:** Nonexempt

**Job Summary:** The Parent Instructor for adult, English language learners conducts lessons, assesses students' language proficiency, and creates a supportive learning environment that promotes language acquisition and cultural understanding.

### Job Duties:

- Ensure parents have the required materials for each session. Return materials at the end of the program.
- Record session attendance accurately.
- Introduce and instruct parents on procedures and use of virtual meeting platforms.
- Schedule and manage weekly sessions.
- Encourage parents to attend all sessions.
- Assist and support recruitment of parents to capacity.
- Review the lesson guide and homework for each session.
- Facilitate interactive activities (individual, partner, and group) during lessons.
- Review completed worksheet and homework pages for completion and accuracy.
- Ensure parents complete surveys.
- Deliver honest and professional communication with all individuals with whom they interact.
- Consistently contribute to a safe and positive work environment.
- Maintain regular attendance and timeliness.
- Perform other duties as assigned or otherwise identified.

### Knowledge, Skills, and Qualifications:

- Experience working in a school setting with children *required*.
- Associate of Arts Degree *required*.
- Bilingual *required*.
- Bachelor of Arts degree *preferred*.
- Teaching Credential *preferred*.
- Experience with technology *preferred*.

### Typical Working Environment:

Work is performed from the assigned location only. Moderate noise levels from small equipment, collaborative dialogue, phones ringing, groups of people, etc. This position works in close proximity to other people.

**Equipment/Tools used:**

Computer/Laptop  
Keyboard/Ten-key  
Phone

**Interaction/Supervision:**

Interact with management, coworkers, students, and the general public.

This position does not supervise other staff.

**Physical Demands:**

**Constantly** (more than 66% of the time): talking, hearing, sitting, standing, walking on normal surfaces, grasping, and holding.

**Occasionally** (1% - 33%): reaching outward, reaching overhead, walking on uneven surfaces, using a keyboard, and fine dexterity of hands.

**Rarely** (less than 1 hour per week): lifting and carrying up to 10 lbs., walking on slippery surfaces, and repetitive hand motion.

**Hours of Work:**

This position will work the hours necessary to meet the business's needs and complete necessary job duties. This may include work during days, evenings, nights, weekends, and holidays.

The above statements are intended to describe the general nature and level of work being performed by those assigned to this job. They are not intended to be an exhaustive list of all required responsibilities, duties, and skills. Management reserves the right to reassign and alter the job description as dictated by business necessity and evaluated reasonable accommodations.