

JOB DESCRIPTION

Company Name: JIM Enterprises, Inc.

Job Title: Parent Para Instructor

Reports To: Director of Programs and Sales

Classification: Nonexempt

Job Summary: The Parent Para Instructor supports adult, English language learners by assisting with teaching and conducting lessons. This position collaborates with the lead instructor to create a supportive learning environment that promotes language acquisition and cultural understanding.

Job Duties:

- Assist with the delivery of the instructional program with guidance from the instructor.
- Organize and distribute materials with guidance from the instructor.
- Assist with group management to ensure parents can easily access the program.
- Correct completed parent assignments as needed.
- Follow up on parent absences during the session.
- Build confidence and support parents for success.
- 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:

- High School diploma or GED *required*.
- Bilingual skills *required*.
- Experience working in a school setting *preferred*.
- Ability to utilize technology effectively *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.

Interaction/Supervision:

Interact with management, coworkers, students, customers, clients, and the general public. This position does not supervise other staff.

Physical Demands:

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

Occasionally (1% - 33%): grasping, holding, and fine dexterity of hands.

Frequently (34%-66% of the time): reaching outward, sitting, and standing.

Rarely (less than 1 hour per week): lifting and carrying up to 20 lbs., pushing and pulling up to 20 lbs., reaching overhead, kneeling, bending, squatting, walking on slippery surfaces, walking on uneven surfaces, repetitive hand motion, and using a keyboard.

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.