

## JOB DESCRIPTION

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

**Job Title:** Student Instructor

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

**Classification:** Nonexempt

**Job Summary:** The Student Instructor is responsible for delivering academic instruction to students in a small group setting, using the rotational model and activities designed by JIM Enterprises. Instructors must demonstrate the use of differentiated instruction and incorporate instructional technology into lessons.

### Job Duties:

- Complete all required employment documentation prior to training.
- Participate in a procedural training prior to the start of services.
- Manage and maintain program materials. Return all material at the culmination of services.
- Ensure all participating students have completed JIM/JIE tutoring registration forms prior to the program start.
- Record student attendance within 24 hours of session.
- Communicate student absences as required.
- Manage a small group of students while providing direct instruction.
- Deliver instructional program utilizing the rotational model developed by JIM Enterprises Inc.
- Monitor student learning during independent practice.
- Deliver workbook lessons at each student's instructional level.
- Oversee delivery of JIM Enterprises fluency curriculum.
- Provide all students with the required completion materials.
- Ensure all enrolled students complete the required assessments.
- 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:

- One-year experience working in a school setting with children *required*.
- Bachelor of Arts degree *preferred*.
- Teaching Credential *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  
Electronic Timekeeping

**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.