

JOB DESCRIPTION

Company Name: JIM Enterprises, Inc.

Job Title: Student Para Instructor

Reports To: Director of Programs and Sales

Classification: Nonexempt

Job Summary: The Student Para Instructor is responsible for student supervision during the program’s operational hours as well as providing instructional program support with JIM Enterprises’ proprietary materials.

Job Duties:

- Participate in all required procedural training.
- Maintain accurate attendance records for each session.
- Communicate with families as needed for attendance purposes.
- Assist the instructor with the administration of assessment measures.
- Assist in small group and whole group management to ensure students are on task at all times.
- Assist with the delivery of the rotational instructional program.
- Deliver direct instruction utilizing JIM Enterprises’ fluency proprietary curriculum.
- Supervise students during snack (prior to the session) and until all students are dismissed (after the session).
- Submit attendance records to school cafeteria staff as requested.
- 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:

- Minimum of one year’s experience working with children, preferably in a school setting *required*.
- Ability to utilize educational technology *preferred*.
- Associate of Arts Degree *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, 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.