

JOB DESCRIPTION

Moore Norman Technology Center

Job Title: Instructional Assistant
Program Areas

Mission, Vision, and Core Values: Commits to fully support Moore Norman's mission, vision, core values, and culture:

Mission

Preparing for success, changing lives, building better tomorrows.

Vision

Moore Norman Technology Center is recognized as the first choice for workforce development and training, committed to providing an outstanding educational experience for every student and client.

Core Values

Accountability; Data-Driven; Valuing People; Continual Improvement; Collaboration.

Culture

The Moore Norman Way – *staying above the line*

Job Objective: Performs skilled level duties under general supervision to support instructional activities in the program area. Provides resources to program, substitutes as needed, and performs clerical skills, including grading and filing. Coordinates activities as directed. Assist with student organizations. An incumbent in this position will follow generally standardized operating policies and procedures; on occasion will have to interpret policies and procedures. Must be able to properly prepare and process purchase orders and other required bookkeeping needs of the program within six months of employment.

Qualifications

Education	High School Diploma or equivalent
Credentials	May be preferred for specific program areas

Special Knowledge, Skill, or Ability

- Intermediate level of MS Office skills
- Must have computer knowledge
- Must be able to instruct students in small group settings
- Ability to work with students with a wide spectrum of learning styles and abilities
- Experience with record-keeping
- Excellent written and oral communication skills
- Ability to instruct and demonstrate
- Satisfactory personal conduct and integrity
- Ability to work well with others
- Reliable, dependable, and punctual attendance

Experience Two years work related experience.

Reports to: Director

Contact with Others: An incumbent in this position has regular contact by telephone, email, virtually, or in person with the public and other employees for the efficient exchange of information. Some interpersonal interaction or communication is required outside of the specific classroom environment with other staff and parents.

Essential Job Functions/Performance Responsibilities:

- 1) Strengthens relationships by developing students and clients and staff, partnering with businesses and schools and collaborating with community leaders through participating in school or community activities.
- 2) Focuses on being a leader within the organization through personal accountability, active problem solving and positive forward thinking.
- 3) Focuses on continual improvement to assure quality products and excellent services to our customers and stakeholders.
- 4) Assists with instruction and shop projects for individuals or for groups as assigned by instructor. May supervise students in an instructional setting, on or off campus.

- 5) Assist instructor by performing clerical duties including grading, filing, and word processing, completing forms and conducting research.
- 6) Assists students with assignments and make-up work. May grades papers and may assist with giving tests; recording grades and taking attendance.
- 7) Supports programs by serving as substitute instructor when appropriate, coordinating special instructional projects, field trips, etc.
- 8) Facilitates activities in student organizations in respective to Professional Careers programs.
- 9) May assist in supervision of students in on-the-job-training positions.
- 10) Orders supplies as needed. May include ordering supplies for the retail shop.
- 11) Assists with reports and written communication.
- 12) Instruct and supervise students when necessary.
- 13) Assists with inventory control.
- 14) Assigned to program area/s as deemed appropriate by Program Director.
- 15) Oversees numerous office functions, including but not limited to establishing and maintaining files, records, certificates and other documents (sometime confidential in nature), data maintenance, report filing and telecommunications responses.
- 16) Greets and directs customers and students; resolves routine administrative problems and answers questions concerning activities and operations of department/division.
- 17) Arranges meetings and schedules appointments and may perform other duties related to maintaining one or more individual schedules.
- 18) Performs basic-routine bookkeeping functions which may involve cash receipt activities.
- 19) Assists with documentation for program accreditations
- 20) Performs other duties as assigned.

Supervision Exercised: None

Physical/Mental Requirements and Working Conditions:

- Incumbent/employee must be mobile, and have mental flexibility due to the nature of the constantly changing work assignments.
- Must be able to communicate on the phone
- Occasional carrying/lifting of up to 40 pounds
- This is not an exhaustive list and reasonable accommodations will be made as needed

Environment/Working Conditions: Office, lab, virtual, outdoors, and classroom setting

Equipment Knowledge: Computer, and various software packages, fax, photocopier, and audio-visual equipment

Terms of Employment: Per Board Policy

Duration of Contract: 10-months

FLSA Classification: Non-exempt

Evaluation: Performance of this job will be evaluated in accordance with Board Policy.

Approved: I have read the job description for which I have been hired and agree to the responsibilities listed above.

Employee Date

Supervisor Date