Job Title:  Instructional Aide  

Job Code:  10218

**JOB SUMMARY**

The Instructional Aide assists instructors with providing education and/or training to technical college students.

**MAJOR DUTIES**

- Assists instructor with classroom presentations;
- Assists instructor in maintaining an effective learning environment;
- Completes documentation of student progress;
- Performs various types of clerical tasks to assist instructor;
- Prepares materials, exhibits, equipment and demonstrations;
- Requests and maintains assigned classroom supplies, materials and equipment;
- Tutors and assists individual students in the learning environment.

**COMPETENCIES**

- Skill in oral and written communication
- Knowledge of State Board Policies
- Ability to assist students individually or in groups
- Ability to maintain accurate records
- Ability to prepare lesson materials
- Ability to operate workroom machinery such as fax machines, copiers, scanners, shredders, etc.

**MINIMUM QUALIFICATIONS**

- High School Diploma or GED

**PREFERRED QUALIFICATIONS**

Preferred qualifications may vary from location to location.