

DISTRICT 4 HUMAN RESOURCES DEVELOPMENT COUNCIL JOB DESCRIPTION

TITLE: ABLE Teacher Assistant	SUPERVISOR: ABLE Program Director
PROBATIONARY PERIOD: 1 year	SUPERVISES: None
EMPLOYMENT HOURS: 20 to 40	WEEKS PER YEAR: 52
GRADE: Grade 12	STARTING WAGE: \$12.20
POSITION SUMMARY: The ABLE Teacher Assistant is responsible for the implementation of programs, activities and instruction involved in the District 4 HRDC Adult Education Classroom under the direction of the ABLE Director.	

MAJOR RESPONSIBILITIES:

1. Assist director in carrying out goals, policies, and activities designed to implement educational objectives according to applicable regulations. (WIOA, TANF-Pathways, OPI, and ABLE)
2. Assist in Administering TABE and diagnostic tests to determine students' achievement levels, strengths, and weaknesses.
3. Assist individuals in making realistic assessments of their ability and help establish educational and occupational goals in keeping with their abilities.
4. Ensure that the classroom space, materials, supplies and equipment are ordered, maintained and updated as necessary.
5. Provide appropriate and relevant instruction to individuals and small groups.
6. Develop participant's access to services to ensure appropriate delivery of services.
7. Perform case noting, reporting, and other such services as mandated by the contractual agreements with partners.
8. Attend regular staff meetings, in-service training, and other meetings as assigned.
9. Create and distribute promotional material.
10. Maintain a clean, tidy and highly trafficked classroom.

ADDITIONAL RESPONSIBILITIES:

1. May require some evening and weekend hours
2. Perform other duties as assigned.
3. Assume director role in his/her absence.
4. Travel, as required, to provide services, outreach, receive training, attend meetings and professional development

MINIMUM QUALIFICATIONS:

1. Must possess a valid Montana driver's license and vehicle liability insurance, must have a good driving record and meet insurability requirements for agency automobile insurance policy.
2. Must be 18 years or older
3. High School Diploma or High School Equivalency (GED or HSE)
4. 1 year of experience in an educational setting.
5. Preferred 2 years of successful college education, not required.

SKILLS, ABILITIES AND OTHER REQUIREMENTS:

1. Effective oral and written communications skills
2. Proficiency in basic mathematics
3. Attend required (e.g. CDS) and or relevant training and professional development
4. Work well under pressure, meet multiple and sometimes competing deadlines. At all times demonstrate cooperative behavior with colleagues and supervisors
5. Ability to maintain organized, accurate, complete and timely records
6. Proficient in Microsoft Outlook, word processing and e-mail communication skills
7. At all times demonstrate cooperative behavior with colleagues, clients and supervisors

8. Requires a willingness to work with people of all income levels with diversified backgrounds, including people in need of Agency services, State officials, business people, and community leaders

WORKING/ENVIRONMENTAL CONDITIONS:

Work is primarily in an office environment and requires moderate physical effort, moving between 5 and 25 pounds, on an intermittent basis (less than 15% of the time). Incumbent must walk, stand, bend, kneel on an intermittent basis; Sit, use hands and arms, and speak on a frequent basis. Requires moderate physical effort, moving between 5 and 25 pounds, on an intermittent basis (less than 15% of the time) Work is in an office environment.

1. Travel may be required <15% of the time.

EMPLOYEE SIGNATURE: _____ **DATE:** _____