

**INDIAN CAPITAL TECHNOLOGY CENTER
DISTRICT NO. 4**

JOB DESCRIPTION

POSITION:	Instructional Assistant (Aide/Coach)
RESPONSIBLE TO:	Campus Director and/or Instructor Assigned
EDUCATION:	High School Diploma or GED. Training in a trade related field.
CERTIFICATION:	None required
EXPERIENCE:	Prefer two (2) years successful work experience in a trade related occupation for the area of assignment.
SKILLS:	Human relations and communication skills. Able to work with a wide variety of skill level individuals.
DEPENDABILITY:	Regular attendance following a designated work schedule. Must be able to work extended hours and additional days/evenings as required by position responsibilities.
PHYSICAL/MENTAL STANDARDS:	Able to read and comprehend varied and extensive written documents, regulations, and reference materials. Able to stand for long periods and to move around the campus. Requires stooping, bending and carrying of such items as books, manuals, files and other job related items.
EMOTIONAL EFFORT:	Moderate to extreme. Frequent deadlines requiring concentrated effort and overtime work. Must be a self starter. Must be able to handle high stress situations at peak periods.
PRIMARY FUNCTION: FUNCTIONS:	<p>To support the instructional staff in a professional manner. Serve as an instructional coach or tutor for students in the assigned area. Maintains and enhances professional competence through participation in professional activities.</p> <p>Performs such other tasks, assumes such other duties, and exercises such authority as may be required or conferred by the Campus Director, Assistant Director and/or Instructor assigned.</p>

**BUDGETING AND
PURCHASING:**

To work with the instructional staff within an approved budget.

**PUBLIC
RELATIONS:**

Promotes a positive community image of Indian Capital Technology Center by providing information to community groups.

RELATIONSHIP:

Advises, consults, coordinates, and works cooperatively with clients, student, staff, and administration to meet the needs of the clients and Indian Capital Technology Center.

**PERSONNEL
CLASSIFICATION:**

Support: NON-EXEMPT

**LENGTH OF
CONTRACT:**

178 days or prescribed number per task

Indian Capital Technology Center does not discriminate on the basis of race, color, religion, national origin, sex/gender, age, marital or veteran status, or qualified disability.

Signature of Employee

Date

Signature of Supervisor

Date

