No Limits Learning Center

POSITION:
INSTRUCTIONAL ASSISTANT
STARTING AT $16/HR

JOB PERKS:
- MONDAY-FRIDAY, 8AM-3PM
- PAID HOLIDAYS
- HEALTH BENEFITS
- CELL PHONE STIPEND
- ADDITIONAL HOURS AVAILABLE

REQUIREMENTS:
- EXPERIENCE WORKING IN EDUCATION OR SPECIAL NEEDS COMMUNITY PREFERRED, BUT NOT REQUIRED
- FINGERPRINT CLEARANCE / DOJ BACKGROUND CHECK REQUIRED UPON HIRE
- HS DIPLOMA / GED REQUIRED
- MUST BE 18+
- MUST HAVE RELIABLE VEHICLE
- MUST HAVE A SMART PHONE

SEND RESUME TO MARYALICE GARCIA: M.GARCIA@NOLIMITSLC.ORG
Job Description

JOB TITLE: Instructional Assistant
DEPARTMENT: Assistant
EMPLOYMENT STATUS: Non-Exempt, Full-Time
REPORTS TO: Director of Operations
DIRECT REPORTS: Not applicable

Essential Duties & Responsibilities

➢ Assists instructor by preparing for lessons and ensuring materials and equipment are ready for classroom instruction; prepares lesson materials, bulletin board displays, equipment, and demonstrations.
➢ Enforces program and classroom rules to ensure an environment conducive to learning and to help teach students proper behavior.
➢ Discusses assigned duties with classroom instructor to better support classroom efficiency.
➢ Reinforces lessons presented by instructor by reviewing material with students one-on-one or in small groups.
➢ Delivers lessons to students under the direction and guidance of the instructor using lectures, discussion, and activities to promote the general progress and well-being of individual students and groups of students.
➢ Tutors, assists, or teaches students individually or in small groups to help them master curriculum, assignments, and ISP goals.
➢ Assists instructor with record keeping including tracking daily attendance and calculating ISP goals; adheres to NLLC's policies and procedures regarding confidentiality.
➢ Assists with assigning, testing, and tracking data for student ISP goals.
➢ Promotes a friendly, comfortable, and safe classroom environment; ensures a secure, clean, and sanitized environment; maintains a clean and organized desk area.
➢ Monitors safety and all procedures as they pertain to the complete supervision of all students; ensures that all applicable safety requirements are met, including prompt injury reporting.
➢ Always provides vigilant supervision of students including during class, lunches/breaks, fitness area, community outings, morning drop offs, and afternoon pick-ups.
➢ Provides guidance and advises students on educational, social, and matters to advance their education and career possibilities.
➢ Communicates with families of students on a consistent basis using their preferred method of communication including phone calls and emails.
➢ Assists in other classrooms or alternative departments as needed including Health & Fitness, Arts, Events, and Administration.
➢ Maintains continuous lines of communication, keeping instructor informed of all critical issues.
➢ Ensures that all program activities operate consistently and ethically within the mission and values of NLLC.
➢ Conducts self in accordance with NLLC’s mission.
➢ Carries out all responsibilities in an honest, ethical, and professional manner.
Knowledge & Skills:

➤ Excellent written and oral communication skills: Strong customer service skills.
➤ Strong computer skills.
➤ Uses decision-making skills and judgment to work independently to resolve problems; able to identify those situations that require Administration’s intervention for solution.
➤ Ability to communicate and work with staff and adult participants of all ages and abilities.
➤ Possesses a strong attention to detail; uses skill and judgment to ensure written and verbal outputs are clear, accurate, grammatically correct, and of appropriate tone.
➤ Able to manage multiple projects in a team environment as well as individually with little supervision.
➤ Culturally sensitive with ability to work effectively in collaboration with diverse groups of people.
➤ Possesses strong project management and prioritization skills with an affinity for producing high-quality work.
➤ Possesses a commitment and passion for NLCC’s Mission, Vision, and Values.
➤ Maintains high proficiency in Microsoft Office (i.e., Word, Excel, PowerPoint)
➤ Passion, integrity, creative, positive attitude, mission-driven, and self-directed.

Education & Experience Required:

➤ High school diploma required; some college preferred.
➤ At least one (1) year of experience in care and treatment of individuals with developmental disabilities preferred.
➤ CPR & First Aid certified.
➤ An equivalent combination of education and experience may be considered as a satisfactory substitute for the specific education and experience listed.

Physical Requirements:

➤ Sits for extended period, stands, and walks throughout the day.
➤ Uses hands and fingers to operate computers and office equipment for up to eight hours or more each day.
➤ Requires clear vision with or without corrective lenses.
➤ Hearing and speech within normal ranges and sufficient for clear communication face to face and on the telephone.
➤ Lifts up to ten pounds regularly and twenty-five pounds occasionally.
➤ Exposed to typical office environment conditions and noise levels.

This job description is not intended to be all-inclusive, and the employee will perform other reasonably related job duties as assigned. It is not intended to be construed as an exhaustive list of all responsibilities. The organization reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment.

Employee Name (print): ____________________________________________________

Employee Signature: ______________________________________________________  Date: _______________________

President/CEO Signature: ____________________________________________  Date: _______________________
