

Instructor Aide Job Description

Purpose of Contract: To assist teachers in the adult education classrooms at various education departments in various state and local facilities.

Contract Objectives: The assistance provided by the instructor's aide will enable the certified teachers to spend more time in the classroom with the individual and group instruction of the students.

Activities to be performed:

- Assist certified instructors in daily classroom instruction of Adult Basic Education students.
- Maintain daily student attendance hours for USDOE documentation.
- Assist certified instructors to prepare for TABE assessment sessions.
- Administer the TABE assessment provided all required training has been completed.
- Assist in monitoring examinees and inspect TABE test booklets for inventory and security.
- Assist with receipt and inventory of instructional supplies.
- Produce classroom copies for instructors.
- Assist with certified instructors' classroom inventories and maintenance.
- Download instructional materials to be used in adult education classrooms.
- Locate, print, copy, and file assessment results.
- Participate in maintaining and preparing school documentation as it relates to adult education classes.
- Assist in the student record maintenance procedures as needed in the Department's database.
- Maintain student files.
- Other duties as they pertain to adult education classroom and certified instructors on an as needed basis.

Measures of Performance:

- Contractor will be present and available to perform the activities listed above during the time periods scheduled for instruction of adult education students.
- Contractor will maintain accurate records of time and attendance and present same records in support of his/her monthly invoices.
- Contractor will work closely with full-time institution education staff (Education Coordinators/Specialists) and security staff to ensure alignment with course objectives and to provide feedback and receive additional direction.
- Education Coordinator/Specialist who will serve as the Contract Performance Monitor will report problems/issues on all of the above to the Department's Education Director and to the institution's warden.

All interested applicants should email their resumes to Alison.Pourciau@LA.GOV. For any questions you may contact Alison Pourciau at (225) 202-1596