

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

JOB TITLE:	Adult Basic Education Aide
EXEMPT:	No
SALARY LEVEL:	Per Classified Policy – Corporation Aide
LOCATION:	Plymouth Community School Corp.
REPORTS TO:	Director of Adult Education
LENGTH OF WORK:	15 hours / week – during instructional periods

The Adult Basic Education Aide is directly responsible to the Adult Basic Education Coordinator. Wages paid \$6.50 per hour for 15 hours per week during instructional periods.

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

1. Complete forms for record keeping such as attendance, contact hours, and class sign-in sheets.
2. Duplicate and prepare other teaching materials.
3. Assist with classroom instruction as requested by teacher.
4. Maintain inventory of Adult Basic Education Materials.
5. Follow-up on problems when requested by the Adult Basic Education Coordinator.
6. Other duties as requested by the Adult Basic Education Coordinator.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of children, parents, or employees of the School Corporation.

MATHEMATICAL SKILL:

Ability to add, subtract, multiply, and divide. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES:

The employee should be able to use the following machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work: pen, pencil, pointer, projector, public address system, tape recorder, blackboard, chalk, charts, diagrams, examinations, manuals, maps, publications, reference books, textbooks, computers. The employee must maintain a positive relationship with other staff, parents, and students.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and taste or smell.

The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

The may be required to work indoors and outdoors.

TERMS OF EMPLOYMENT:

15 hours per week during instructional periods

EVALUATION:

An evaluation will be done on the employee's performance after the first thirty days and then on an annual basis.

Revised 2/7/01