



JOB DESCRIPTION

Job Title: IELCE Part Time Instructional Assistant	Department: IELCE
Reports to: IELCE Assistant Director	Job status: non-exempt

JOB SUMMARY

IELCE Part Time Instructional Assistants work with the IELCE instructional team to execute instruction of students. This person can expect to collaborate with a lead instructor, instruct students, and assist with data entry. They should be an engaging individual who uses TESOL best practices to inform instructional decisions. They should be willing to work with a team to accomplish program goals and conscientious about keeping and recording accurate records. They are responsible for helping students progress in their English skills (as evidenced by achieving measurable skills gains) and communicating clearly and effectively with the lead instructor.

To be a successful IELCE Part Time Instructional Assistant, you should have an understanding of best practices in TESOL or a willingness to learn and apply them, strong understanding of the structure of the English language, ability to relate and build rapport with people of diverse backgrounds, and proficiency with computers and software, such as G Suite, Google Classroom, and Promethean Boards. You should be reliable, professional, and have excellent interpersonal skills, including knowing when you need support and requesting it thus.

Part Time Instructional Assistants may be requested at the following locations at the days and times listed (subject to change). **In your application materials, please indicate the schedule(s) you are available to work.**

- a) M/W, 9:15-11:45am, 3337 Summer Ave., Memphis
- b) T/Th, 8:45-11:15am, 1187 E Holmes Rd, Memphis
- c) M/W, 3-6pm, 3667 Austin Peay Hwy, Memphis
- d) T/Th, 5:45-8:15pm, 400 N Houston Levee Rd, Cordova
- e) T/Th, 5:45-8:15pm, 9817 Huff N Puff Rd, Lakeland

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Instruction**
Execute instruction to empower students to progress in English and career goals including:
- Follow prepared lessons that incorporate all learning modalities.
 - Apply TESOL best practices to provide ample student-led learning.
 - Receive feedback from the lead instructor, engage in dialogue, and make meaningful adjustments to promote student learning.
- Data and Records**
- Maintain and enter accurate attendance records, as requested.

- Document student contact, as requested.
- General Operations**
- Lead by example, promoting positive communication, teamwork and professionalism.
 - Promote IELCE program through interaction with students and prospective students.
 - Support other staff as a member of the IELCE team.
 - Refer students to other HopeWorks programs as need arises.
 - Other assigned Duties as requested.

EDUCATION & RELATED WORK EXPERIENCE
Education Level: (minimum & preferred educational requirements necessary to perform this job successfully)
H.S. Diploma (or equivalent) required; Associate’s degree or higher preferred. TEFL/TESOL Certification preferred.
Years of Related Work Experience : (minimum & preferred related work experience necessary perform this job successfully)
6 months teaching experience preferred (including tutoring); proficiency in language other than English preferred, experience working with people from diverse backgrounds and cultures preferred.

REQUIRED SKILLS AND KNOWLEDGE		
	REQUIRED	PREFERRED
Knowledge of TESOL best practices		X
A strong command of computer skills (preferably GSuite and education technology such as Promethean or Smart Board) is required.	X	
Strong organizational and time management skills.	X	
Excellent interpersonal skills demonstrating an ability to establish a positive relationship with staff and students.	X	
Flexibility and willingness to work well in unexpected situations	X	
Strong written and verbal communication skills	X	
Demonstrated ability to work under pressure	X	
Must be willing and able to collaborate with others, both offering input as respectfully accepting others points of view.	X	
Able to exercise judgment regarding matters of significance.	X	
Problem solving skills	X	
Bilingual		X

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS
(Describe any specific workplace conditions and/or physical abilities that are related to and/or required by this job)
To perform the functions of this job, the IELCE Part Time Instructional Assistant will perform in-person work adhering to COVID-19 protocols. The work may require prolonged periods of time in stationary positions, either sitting or standing, and s/he may be required to do light lifting that requires moving objects up to 20 pounds.

Job Responsibilities

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. HopeWorks may change the specific job duties with or without prior notice based on the needs of the organization.

ACKNOWLEDGEMENTS	
Creation Date: 6/10/2021	Revision Date:
Supervisor: I have approved this job description and reviewed it with my employee.	
Signature: _____	Date: _____
Employee: I have reviewed this job description with my supervisor and acknowledge receipt.	
Signature: _____	Date: _____
Human Resources:	
Signature: _____	Date: _____