



# AIMS K-12 College Prep Charter District

**Title: ELOP Instructional Helper**

**Category: Classified**

**Employment Type: Seasonal Extended Work**

**Starting Range: \$35.00/Hr**

**Available Hours:**

**ELOP program Days M-TH 2-6pm, Friday 12:00-6:00 PM**

**FLSA: Non-Exempt**

**Supervisor: ELOP Director**

**JOB GOALS:** The ELOP Instructional Helper is a key part of the teaching team, supporting the Instructor/Tutor and students in class. The role involves helping with lesson preparation, setting up materials for lessons and activities, keeping track of student progress and attendance records, grading tests and assignments, assisting Instructors/Tutors with classroom discipline where needed, as well as supervising students during ELOP program events or outings. The Instructor/Tutor's Assistant is required to lead the class when the Instructor/Tutor is absent. The ideal candidate will have excellent communication skills and be able to work effectively in a team environment. They must have strong organizational skills and an aptitude for problem-solving.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

## **ESSENTIAL JOB DUTIES:**

- Preparing lesson materials and resources before classes start, such as gathering worksheets, textbooks, and other relevant items;
- Assisting the Instructor/Tutor with classroom activities such as, but not solely including, leading group exercises, helping with art projects, or providing individualized help for students;
- Keeping track of student progress and attendance records;
- Assist in grading tests and assignments in accordance with ELOP program criteria;
- Helping to maintain classroom discipline;
- Supervising students during ELOP program events, field trips, educational outings, or in the Instructor/Tutor's absence;
- Leads instruction when Instructor/Tutor is not present on campus;
- Assists with push-in and pull-out intervention services;
- Communicating effectively with Instructor/Tutors and other staff members to ensure smooth class operations;
- Setting up technical equipment for virtual classrooms or presentations;
- Maintaining a safe environment within the classroom by adhering to all safety protocols and health regulations set forth by ELOP program administrators.

- All other duties as assigned.

#### **QUALIFICATIONS:**

- High School Diploma
- Previous experience working with children preferred
- Valid CA drivers license required
- Fingerprinting and TB required

#### **KNOWLEDGE AND ABILITIES:**

- Ability to meet the driving and transportation requirements.
- Maintain accurate records
- Maintain active affiliation with professional community while continuing to grow and develop professionally.
- Exhibit professionalism in daily activities and communication with staff, families and students.
- Experience working with Special Education students and English Language Learners a plus.
- Well organized and able to multitask projects and prioritize responsibilities.
- Must be adhere to all AIMS policies and procedures.

#### **PHYSICAL ACTIVITY REQUIREMENTS:**

##### **Minimum Work Position (Percentage of Time):**

Standing: 30 Walking: 60 Sitting: 10

##### **Minimum Body Movement (Frequency):4**

##### **None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)**

Lifting (lbs.): 50 Lifting: 3 Bending: 4

Pushing and/or Pulling Loads: 3 Reaching Overhead: 3 Kneeling or Squatting: 4

Climbing Ladders: 1 Climbing Stairs: 4

**NON-DISCRIMINATION:** AIMS College Prep Charter District does not discriminate on the basis of race, color, religion, gender, marital status, ancestry, political affiliation, age, sexual orientation, disability, medical condition, national origin, or mental or physical handicap in any of its policies or procedures related to admissions, employment, educational services, programs or activities.

**Effective:**

**Board Approved: Pending Board Approval**