

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

JOB DESCRIPTION

Position Title: Part-Time Instructional Assistant

GENERAL POSITION REQUIREMENTS

Education/Certification	High School Diploma with Highly Qualified Certification received prior to July 1, 2010 or Associates Degree or 60 post-secondary credits.
Experience	Work experience academically assisting high school students and in trade area.
Other (Skills)	Ability to maintain high level of confidentiality. Knowledge of Microsoft Office Suite products.
Machinery & Equipment	Computer, printer, copier, telephone, fax, calculator, and laminator.
Reports to	Principal/Supervisor

ESSENTIAL JOB FUNCTIONS

Paraprofessional

- Monitors and provides support to students.
- Assists in the implementation of the specially designed instruction within the Individual Educational Plan (IEP) for all identified students.
- Assists in the vocational assessment of students, as necessary.
- Maintains accurate records as required.
- Provides assistance to staff, students and community members as directed.
- Attends applicable meetings as assigned.

General

- Performs assigned duties during non-instructional time periods.
- Additional duties as assigned.

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TERMS OF EMPLOYMENT

Less than 30 hours per week during the work year of the Teachers Bargaining Unit. Work days and hours are assigned by Administration with an unpaid 30-minute duty free lunch. Compensated for actual hours worked with timecard submission. No benefits are provided for this part-time position.

PHYSICAL REQUIREMENTS OF JOB:

<u>MEASURED IN TERMS OF FREQUENCY</u>			
<u>Not At All</u>	<u>Occasionally</u>	<u>Frequently</u>	<u>Constantly</u>
0%	1 - 33%	34 - 66%	67 - 100%

LIFTING:

Up to 10 lbs:	<u>Occasionally</u>
11 to 20 lbs:	<u>Occasionally</u>
Beyond 20 lbs:	<u>Occasionally</u>

BODY MOVEMENTS:

Bend/Stoop:	<u>Frequently</u>
Climb:	<u>Frequently</u>
Kneel:	<u>Frequently</u>
Push:	<u>Frequently</u>
Pull:	<u>Frequently</u>
Twisting:	<u>Frequently</u>
Standing:	<u>Frequently</u>
Sitting:	<u>Frequently</u>
Walking:	<u>Frequently</u>

I have read and understand the responsibilities and requirements of this position and I can perform the essential functions and physical requirements of this job either with ☐ or without ☐ reasonable accommodations. If accommodations are needed, I will provide appropriate documentation to the Executive Director's Office.

Signature