



JOB TITLE	Adult Education Instructional Assistant
LOCATION	Continuing Education Center and various offsite locations
WORK SCHEDULE	Part time, day and evening available
CALENDAR LENGTH	School Year
FLSA CLASSIFICATION	Non-exempt, hourly employee
HOURLY RATE	\$17.56
BENEFITS	Paid Leave days available

If you are viewing this posting from an external website (i.e., Indeed), please apply at:

www.msdt.k12.in.us/hr/careers/

JOB DESCRIPTION:

The Adult Education Instructional Assistant reports directly to the Instructional Aide Coordinator. He/she will work with adult learners, sixteen years of age or older with various responsibilities as assigned by Classroom Teacher or Coordinator.

ESSENTIAL FUNCTIONS:

- Entering data
- Performing daily recordkeeping
- Managing student information (digital and hard copies)
- Providing clerical assistance including copying and organizing
- Assisting with student testing
- Providing general classroom assistance including working with students as needed
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

Work experience in education is desired. Candidates are required to be innovative, creative and enthusiastic. Must have strong organization skills and excellent communication skills.

EDUCATION:

Adult Education Instructional Assistant 1/16/2025

Candidates with an Associate's or Bachelor's degree is preferred. However, a High School Diploma or High School Equivalency Diploma (GED/TASC) will be considered.

PHYSICAL DEMANDS:

PHYSICAL REQUIREMENT	PERCENTAGE OF TIME
Ability to stand for extended periods of time	
Ability to lift 25 pounds	
Ability to carry 25 pounds	
Ability to work at a desk, conference table or in meetings of various configurations	
Ability to see for the purpose of reading rules and policies and other printed matter	
Ability to communicate so others will be able to clearly understand a normal conversation	
Ability to operate job-related equipment	
Ability to reach in all directions	

Seldom = Less than 25% /Occasional = 26 to 50% /Often = 51 to 75% /Very Frequent = Greater than 75%