

## **Instructional Assistant/Instructional Assistant Coordinator**

### **Position Announcement**

For College Quest Summer Academy 2023

[https://auburn.qualtrics.com/jfe/form/SV\\_9zwq21cuCvkfo5U](https://auburn.qualtrics.com/jfe/form/SV_9zwq21cuCvkfo5U)

### **Job Description**

Instructional Assistants (IAs) provide support to all student participants. IAs play a vital role in developing a positive, safe and enriching program experience for every student. IAs work closely with the Instructional Coordinator, students, and Professional Staff.

**Deadline to apply: Friday, March 3, 2023**

**\*\*\*Applicants must have completed a minimum of one full year of post-secondary education\*\*\***

The Instructional Assistant must be:

1. Committed to creating an inclusive environment where all students can reach their potential emotionally, socially, intellectually, physically and culturally.
2. Willing to encourage other IAs and students to reach their highest level of potential at all times.
3. Open to efficient and effective communication with all staff and students.
4. Able to connect with all staff and students genuinely and significantly.

### **Overview of Assignments, Responsibilities and Duties**

The following provides an overview of the types of duties, activities, and responsibilities, which are assigned to the IAs.

#### **Assignments:**

These assignments include, but are not limited to:

1. Overseeing up to 12 students
2. Chaperoning activities both on and off campus – weekday, weekend, and evening activities
3. Assisting Professional Staff with preparation, organization and instruction of activities
4. Overseeing the students during mealtime
5. Following the rules, regulations and policies of the facility and the Summer Program(s)

6. Attending scheduled training sessions and staff meetings
7. Meeting paperwork deadlines and/or other responsibilities as assigned by the Instructional Coordinator.
8. Assisting in the supervision of “late watch” rounds of the dormitory setting to enforce curfew and lights out

**Specific Responsibilities include:**

1. Assisting with checking students in and out of their housing
2. Keeping accurate record of names, room assignments, and students’ schedules.
3. Reporting any illness, accident or behavior problems to the Instructional Coordinator in a timely manner
4. Reporting cases of lost, damaged or stolen property to the Instructional Coordinator
5. Reporting any maintenance issues and/or damages to equipment and/or rooms to the Instructional Coordinator
6. Posting, reading, and maintaining as confidential all information/announcements/notes pertaining to the students.
7. Enforcing curfew and lights out

**Essential Duties:**

1. Ability to communicate clearly and effectively in person and/or in writing
2. Ability to relate to students and staff in a professional and productive manner
3. Ability to coordinate and implement planned activities
4. Ability to travel independently while performing all job duties
5. Ability to independently complete all assignments, responsibilities and duties listed above

**Training**

IAs will be required to participate in training sessions prior to the arrival of the students. Attendance at scheduled training days is mandatory for employment.

Training topics include:

- Program Mission
- Summer Program expectations
- Curriculum overview
- Working with individuals who are blind and have low vision

- Disability etiquette and communication skills
- Team building activities
- Mentoring session topics
- Human guide technique
- Safe travel skills
- Assistive technology
- Adaptive skills of independent daily living

### **Period of Employment, Payment and Compensation**

#### **Period of Employment:**

Employment will require mandatory attendance at the IA training orientation days and the ability to work the full length of the program.

**College Quest IA Training Dates:** Tuesday, June 13 – Friday, June 16, 2023

**College Quest Program Dates:** Saturday, June 17 – Friday, June 30, 2023

#### **Compensation:**

The IA Coordinator position will be paid \$2,800.00 (before taxes) and the IA position will be paid \$2,300.00 (before taxes) for their participation in the College Quest Training Program (June 13 – June 30). Daily work will vary based on the Summer Program schedule. Work will average 8 – 10 hours per day. Must be able to work day and evening shifts as assigned.

#### **Meals/Parking/Housing:**

Meals, parking, and housing are provided.

#### **Dismissal**

If, in the judgment of the Program Director, the IA/IA Coordinator is not meeting the job responsibilities as cited in job responsibilities, the person will be terminated.