

Title: Volunteer Adult Education Aide - PM

Location: NEO Adult Education
5201 U.S. Highway 6
Portage, Indiana 46368

Reports to: Adult Education Director

Position Purpose:

NEO's Adult Education Aide will provide support to the Adult Education Director, Career Coach, classroom teacher(s), and students by assisting with new student intake and registration, student pre and post testing, one-on-one and small group instructional support, clerical duties, and student follow-up.

Principle Responsibilities and Duties:

1. Assist teacher in preparing instructional materials, maintaining student records, classroom supplies, etc.;
2. Assist Adult Education Director and Career Coach with new student intake and registration process;
3. Assist with administration of online testing and other assessments and assignments;
4. Conduct small group and individual instructional exercises and support as assigned by teacher;
5. Communicate any and all student-related issues to teacher and/or Adult Education Director;
6. Assist with student follow-up and other phone calls;

Minimum Qualifications:

1. High School Diploma or high school equivalency diploma;
2. Demonstrated ability to work with people from diverse ethnic groups;
3. Demonstrated capacity to provide instructional support in all academic subject areas;
4. Ability to assist with general clerical and record keeping related activities;
5. Strong computer and technology skills;
6. Ability to pass background check.

Skills, Knowledge and Abilities:

1. Excellent work ethics including dependability, professionalism, accountability, collaboration, following directions, problem solving and taking initiative;
2. Solid academic knowledge;
3. Solid technology skills;
4. Strong communication skills;
5. Adherence to NEO and Adult Education policies and procedures;
6. Enforcement of high expectations of student behavior and performance;
7. Effective interpersonal skills necessary to effectively work with persons at all levels, maintaining productive relationships both inside and outside the organization;
8. Demonstrated respect, appreciation and sensitivity to cultural diversity.

Training & Supervision: All volunteers affiliated with NEO will attend training at NEO's Portage Location.

- Attends general volunteer orientation
- Completes intake orientation which includes training on the following items:
 - DRC Testing Platform
 - InCE Survey
 - ALP Creation
- Training and supervision conducted by Adrienne Carrol or designated trainer

Length of Appointment: The volunteer adult education aide will serve for the Fall 2021 and Spring 2022 semesters.

Time Commitment: Once per week for 3 hours

By signing below, I signify that I have read and reviewed this job description. I understand the content and have had the opportunity to comment. I understand that I am responsible to abide by this job description and related expectations communicated to me by my supervisor.

Employee Signature: _____ Date: _____

Developed & Approved: Rebecca Reiner, NEO Executive Director

Date Last Revised: 1.19.2021 ac