



Human Resources & Legal Services

6700 Browns Lake Road

Jackson, MI 49201

517-768-5200

PLEASE POST

**INSTRUCTIONAL ASSISTANT
HEALTH SCIENCE**

Date Posted: December 3, 2021
Closing Date: December 17, 2021 or Until Filled
Anticipated Start Date: January 3, 2022
Department: Career & Technical Education
Reports To: Principal

Summary: Assist the instructor in general classroom operations; supervise student work groups, various other related duties assigned by the instructor and/or administration. Will be required to substitute for Instructor and may be required to arrange for and supervise student clinical training at an off-site work location. Non-instructional duties include, but are not limited to: assisting with the development of materials, clerical work, correcting papers, maintenance of equipment, disciplinary activities and others.

Essential Duties and Responsibilities: *Work is performed under the general supervision of administration. The employee in this position may be called upon to do any or all of the following (does not include all tasks employee may be expected to perform):*

1. Instruction

- a. Under the direction of the instructor, prepares for the delivery of daily instruction, by gathering and/or copying materials and checking and/or arranging equipment to be used.
- b. Complements initial instruction given by the instructor to the students, by helping students who may be having difficulty in understanding or keeping up with presentation made by the instructor.
- c. Supplements initial instruction given by the instructor to the students, by working with individuals or small groups on follow-up activities specified by the instructor.
- d. Repeats initial instruction given by the instructor to the students, for those who were absent for the original presentation.
- e. Assists instructor in preparation of daily instructional activities, set up of classroom and prepares materials for specialized instructional units.

2. Management and Supervision

- a. Oversees student groups or individuals in both classroom and clinical settings.
- b. Intermittently temporarily substitutes for an Instructor.
- c. May make arrangements for and supervise students during clinical experiences.
- d. Proctors examinations.
- e. Monitors students involved in desk-bound study and learning activities assigned by the instructor.

- f. Maintains and enforces Career Center and program standards of behavior. Refers violators of classroom behavior standards to the instructor. Refers violators of Career Center behavior standards to appropriate administrators for discipline.
 - g. Confers with instructor on program goals, needs and instructional strategies for students.
 - h. Utilizes counselor, with approval of program instructor, as a resource when working with a student in bringing about desired behavior changes.
3. Record Keeping
 - a. Records grades in record books and/or other instructor developed record keeping systems.
 - b. Records student daily attendance.
 - c. Confers with instructor on observed student skills and activities in completing competency profiles.
 - d. Scores daily work and instructor developed tests using instructor provided keys and/or standards.
 - e. Confers with instructor on supplies and equipment to be ordered for their program.
 - f. Monitors students and records daily receipts and customer bills.
 - g. Prepares handouts and teaching materials and inventory copies.
 4. Safety
 - a. Reports accidents, unsafe conditions or hazards to instructor and/or administrator.
 - b. Follows established safety practices and procedures to insure a safe classroom environment.
 5. Maintenance and Repair
 - a. Performs day-to-day housekeeping and minor repairs of equipment.
 - b. Aids instructor in major overhaul of machinery and equipment.
 6. Equipment and supply inventory
 - a. Works with instructor in completing inventory.
 7. Assumes role of instructor when required as directed.
 8. Attends open house, participates in conferences, and participates in other school sponsored activities, as required.
 9. Regular and predictable in-person attendance is required for this position.
 10. Various other related duties.

Supervisory Responsibilities: Supervises the students.

Qualification Requirements: *To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

Education and Experience: Required to have either: (1) A minimum of a high school diploma/equivalent and 4,000 hours of relevant paid work experience in relevant health care work within the last ten years is required when hired and throughout the period of employment in this position, or (2) at least 60 semester hours of satisfactory credit (grade "C" or better) from one or more regionally accredited colleges or universities (or such other substitute teaching authorization requirements as may be established by the State of Michigan). Preference may be given to a Michigan licensed Registered Nurse or License Practical Nurse; consideration will also be given to candidates who have an Associate's degree and either a Medical Assistant or Certified Nurse Assistant license. Candidates with either of the following may also be given preferred: experience in a long term care setting with a geriatric population and/or Train the Trainer certification. Evidence of both education and relevant work experience must be included with the application.

Certificates, Licenses, Registrations: State of Michigan License (RN, LPN, MA or CNA) is required. Upon employment, and each school year thereafter, the employee will be required to pay for an

applicable annual authorization or substitute teaching permit to fill in for the instructor as needed. Must have a valid Michigan driver's license and good driving record. Candidates must have or be willing and able to get a Michigan Commercial Driver License (CDL) - Group B, (P) Passenger endorsement and pass the CDL physical examination to operate a school bus, if needed. Must have and maintain a good driving record (no more than 6 points).

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff, parents, students and administrators.

Mathematical Skills: Ability to add subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Other Skills And Abilities: Ability to relate to and work effectively with students of various skills and academic levels. Familiar with the operation and maintenance of health care equipment. Must be able to interact favorably and maintain effective working relationships with students, parents, staff, and general public. Ability to maintain composure under stressful conditions. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to work with computers, machines and/or tools.

Physical Demands: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, stand, walk, bend stoop, and kneel; occasionally lift and/or move up to 50 pounds. The employee must occasionally twist, bend and stoop. The employee is regularly required to speak, hear, reach with hands and arms and repeat the same hand, arm or finger motion many times as in typing. Specific vision abilities required by this job include, close vision, color vision, peripheral vision, and the ability to adjust focus. The employee may be required to drive a personal and/or school bus to off-site work locations.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate to loud, and is acceptable to this particular environment. While performing the duties of this job, the employee will work with hazardous chemicals related to the health science industry.

Pre-employment Screening: Applicants who receive a conditional offer of employment for a position with JCISD will be required to successfully complete a background check, a pre-employment physical to determine ability to perform the desired position (with or without reasonable accommodations) and a drug test.

Employment Date, Salary, and Fringe Benefits: Anticipated employment date is January 3, 2022. New employee starting hourly pay range is \$17.88 - \$26.75. Placement on the Instructional Assistant salary schedule depends upon qualifications and experience. Paid family health, dental and vision benefits;

long term disability insurance; life insurance; paid sick and personal business days.

Contact: Interested parties should go to our website, www.jcisd.org to complete an online application.

APPLICATIONS ACCEPTED THROUGH DECEMBER 17, 2021 OR UNTIL FILLED

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

The Superintendent shall appoint and publicize the name of the compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial of equal access. The Compliance Officer(s) shall also verify that proper notice on nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act is provided to staff members and the general public.

The Jackson County Intermediate School District is an educational service agency that works in partnership with local public and charter schools, and the local community. We are committed to the success of all students by providing educational leadership, services, programs, and resources.

Our work and organizational goals are driven by Five Guiding Principles:

Instruction ~ Quality, Creativity and Relevance

Leadership ~ Envisioning, Engaging and Executing

Service ~ Listening, Caring and then Serving

Community ~ Collaboration and Partnerships

Equity ~ Inclusive, Responsive and Sincere Belonging

Consistent with our purposes and guiding principles, the JCISD is actively pursuing diversity, equity and inclusion in our employment practices. We encourage applicants who may not have a specific listed qualification, but who believe they have the needed knowledge, skills and abilities to perform the essential functions of a position, to apply and to highlight how their education, experience and/or other abilities make them qualified to perform the essential

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