



Job Description

Job Title: Instructional Assistant -
Verizon Innovative Learning STEM Achievers Program
FLSA Status: Non-Exempt/Part Time
Grade: N/A
Department: Career and Technical Education/Area 59 Reports
Reports to: Director of Area 59

Job Summary

Instructional assistants for our Verizon Innovative Learning STEM Achievers program are responsible for supporting Instructors in aspects of the classroom: organizing and implementing an appropriate instructional program in a hands-on, middle school-level learning environment that guides and encourages students to develop and fulfill their academic potential. Instructional assistants are responsible for attending/completing appropriate training, attending staff meetings, and supporting the instructor in implementing the provided curriculum. Additionally, instructional assistants are responsible for supporting and guiding students through all aspects of the planned activities.

Essential Functions *(Employees of the District must be able to perform, with or without reasonable accommodations, the essential functions of the position as detailed in this section.)*

- Provide classroom and lab/shop instruction.
- Participate in training and curriculum implementation.
- Organize and maintain equipment and building for instruction.
- Supervise students throughout all aspects of the program.
- Effectively utilize software programs.
- Maintain a safe environment for all participants.
- Maintain compliance with GCCD Policies and Procedures.
- Other duties as assigned.

Minimum Qualifications *(Employees of the District are required to possess a minimum proficiency level of English, both written and spoken, that will enable them to communicate safely, effectively, and efficiently with students, co-workers, and the public.)*

- High school diploma or GED equivalent.
- Possess a valid Class C driver's license.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities.
- Competency in using computer applications relevant to teaching duties.

Preferred Qualifications

- Middle school teaching experience.
- Associate degree.

Competencies for Successful Performance

Knowledge of:

- Office procedures, methods and computer equipment and programs.
- Work safety principles and practices.

Ability to:

- Understand and follow safety procedures.
- Organize work tasks and work independently.
- Meet work schedules and deadlines.
- Understand and follow oral and written directions.
- Work independently with frequent interruptions.
- Get along well with others and work as an effective team member.
- Collaborate and communicate with individuals at all levels within and external to the college to support department needs.
- Interpret policies and procedures to resolve issues or improve processes proactively.
- Use discretion and independent judgment to make sound decisions balancing facts, priorities, and possible outcomes.

Skill in:

- Customer Service.
- Positive communication – oral, written, and interpersonal.
- Organization, time management and attention to detail.
- Intermediate computer and related software.
- Troubleshooting and critical thinking.

Supervisory and Management Responsibility

- None

Physical Demands *(The physical demands described below 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 qualified individuals with disabilities to perform the essential functions.)*

- Work mostly consists of classroom, lab/shop, and office setting.
- Ability to lift and carry up to 30 pounds.
- Occasional evenings and weekends.

How To Apply:

In order for applications to be complete they must contain: a cover letter, resume, GCCD application (found online at <https://gillettecollege.org/careers>), and copies of graduate (if applicable) and undergraduate transcripts. Official transcripts will be needed prior to an interview. Email all application documents to hrteam@gillettecollege.org.

Equal Opportunity and Affirmative Action Employer

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