

**POSITION TITLE:** Instructional Assistant – Culinary

**QUALIFICATIONS:** Completion of a Bachelor’s Degree, Associate’s Degree or completion of 60 hours of college credit from an accredited college or university in a food area recognized by the Virginia Department of Education or demonstrated knowledge of and the ability to assist in reading, writing and mathematics instruction by achieving passing score on the ParaPro Assessment. Must have a minimum of one year working experience in a food occupation or marketing. Excellent communication, organizational, time management and public relations skills are required. Must have the ability to perform basic mathematical calculations and demonstrate excellence in business English, grammar, spelling and punctuation. Must have the ability to establish and maintain effective working relationships with others. Experience with Windows based computers and related software required. Must be adaptable to changing priorities, have the ability to work independently and/or with minimum supervision, and the ability to effectively handle multiple assignments simultaneously. Considerable patience and the ability to work effectively with children, young adults and faculty members are essential. Must be able to follow written and oral instructions and to perform all required tasks.

**PERFORMANCE EXPECTATIONS:** Assists the teacher or designated supervisor with food and instructional activities. Assists students in reinforcing material already presented through special efforts and repetitions. Assists students with self-care areas to build independence. Prepares and maintains files and reports. Assists the teacher in providing individual and group instruction designed to meet individual needs and supervises students in out-of-classroom activities during the assigned workday providing escort and assistance to children. Reinforces acceptable student behavior in a consistent and positive manner. Collaborates and follows direction well with RTC academic support specialist and teacher in assisting all students, especially special education students. Helps to maintain individual records for each student and collects and displays suitable materials for educational displays. Performs other related tasks as required.

**GENERAL DEFINITION AND PHYSICAL CONDITIONS OF WORK:** Performs responsible human support work assisting a teacher or designated supervisor in maintaining an academic program and an environment favorable to student learning and personal growth. Frequent walking, standing and light lifting up to 40 pounds. Work requires stooping, kneeling, reaching, standing, walking, pushing, pulling, lifting, fingering and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data.

**REPORTS TO:** Principal

**PAY SCHEDULE:** Unified Pay Schedule, Pay grade 106 for ParaPro Assessment, Pay grade 107 for Associate’s Degree or 60 credit hours and Pay grade 108 for Bachelor’s Degree.

**LENGTH OF CONTRACT:** 191 Days (9.5 months) – 7 Hours

**FLSA:** Non-exempt