

POSITION TITLE: Instructional Assistant– ELL After-school Art Program (Part-Time)

QUALIFICATIONS: Completion of a bachelor's degree, associate's degree or completion of 60 hours of college credits from an accredited college or university recognized by the Virginia Department of Education preferred. High school diploma is required. Experience working with English language learners (ELLs) at the secondary level is preferred. Must be able to assist the ELL art teacher in the areas of visual arts and literacy. Excellent verbal and written skills and the ability to establish and maintain an effective professional relationship with others are required. Must be able to demonstrate considerable patience and the ability to work effectively with children from diverse linguistic and cultural backgrounds who have different learning styles. Must be able to follow written and oral instructions and perform all required tasks. 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.

PERFORMANCE EXPECTATIONS: Assists the ELL art teacher in the planning, organizing, and implementing of instruction for students in the ELL Art Program. Confers with the ELL art teacher concerning individual needs of ELLs on a regular basis. Assists the ELL art teacher in providing individual and group instruction designed to meet the individual needs of students and provides supervision to students in and out of the classroom during the assigned workday. Reinforces acceptable student behavior in a consistent and positive manner. Helps to maintain individual progress reports for each student. Collects and displays appropriate materials and culminated projects for educational displays. Participates in chaperoning students on field trips and other off-site activities. Performs additional related duties as assigned.

GENERAL DEFINITION AND CONDITIONS OF WORK: Provides instructional assistance to the after-school ELL art teacher or designated supervisor in maintaining an after-school art enrichment program and fostering an environment favorable to student learning and personal growth. This position will require frequent walking, standing, stooping, kneeling, reaching, pushing, pulling, repetitive motions and occasional lifting of up to 50 pounds. 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.

PAY SCHEDULE: Non-contracted

LENGTH OF CONTRACT: Temporary / Can be terminated at any time by Richmond Public Schools

FLSA: Non-exempt