

# New Albany-Floyd County Consolidated School District Credit Recovery Instructional Assistant (435)

## JOB POSTING

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### Job Details

*Title* **Credit Recovery Instructional Assistant**  
*Posting ID* **435**  
*Description* **TITLE:** Credit Recovery Instructional Assistant  
**CLASSIFICATION:** Non-Exempt (Hourly)  
**PAY RANGE 13:** \$16.54 to \$17.64 (*based on education and experience*)  
**REPORTS TO:** Building Principal

#### **QUALIFICATIONS:**

- **Education and/or Experience:**
  - Bachelor's degree in education preferred, or
  - Associate's degree or, two (2) years college credit or, completion of 1,000 hours in the past year as a paraprofessional or successful completion of ParaPro Assessment Test.
- **Computer Skills:** Ability to effectively utilize internet searches; use common internet systems; email.
- **Other:** While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is occasionally required to stand, walk, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds.
- **Communication -** Listens and gets clarification; Responds well to questions; Participates in meetings. Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Able to read and interpret written information.

#### **RESPONSIBILITIES:**

- Provide high school student (and those on waiver) with credit recovery assistance and GED preparation.
- Supervise and monitor students who have been designated to Credit Recovery
- Collaborate with teacher(s), counselors and student as they complete coursework
- Assist teacher in constructing and implementing lesson.
- Collect and monitor student information and attendance
- Keep attendance and grade data for school and state reports
- Seek continuous learning to assess and improve program activities
- Answer designated phone, assist teacher with home calls
- Address behavior issues as they may arise
- Other related duties as assigned by the Principal or designee

**SUPERVISORY RESPONSIBILITIES:** This job has no supervisory responsibilities.

*Shift Type* **Full-Time**  
*Salary Range* **Per Hour**  
*Location* **New Albany High School**

### Applications Accepted

*Start Date* **07/12/2021**