**Brookland-Lakeview COLA Program**

**21st Century Community Learning Center (CCLC)**

**Instructional Assistant**

**Position Type: Classified**

**Salary: $15.00 an hour**

**General Description of the Position:**

Works with teachers and parents to address academic deficiencies and behavior challenges of students at Northside Middle School. The assistant will become part of the Brookland-Lakeview COLA Program instructional team. The instructional team will be comprised of the classroom teacher and school staff, parents, the 21st Century Program staff, the Program Advisory Committee, and the student. The Program’s principal goal is to help each student realize his/her potential.

**Specific Duties and Responsibilities:**

* Works with individual students and/or small groups of students during the afterschool and on Saturdays to reinforce learning and to foster character-building activities
* Assists students who need additional help learning difficult concepts and skills
* Assists students with homework assignments
* Assists with field trips and other extra curriculum activities
* Reviews materials with students one-on-one and/or in small groups
* Helps students understand and exercise proper classroom behavior
* Reinforces knowledge and skills taught by the classroom teacher
* Tracks the academic progress of students, classroom decorum, and school attendance.
* Assists in the preparation of instructional teaching aids
* Participates in staff development programs at Northside Middle School and other partner schools
* Performs other related duties to ensure the smooth operation of the Brookland-Lakeview COLA Program

**Minimum Educational and Experience Qualifications:**

* Two years of college required - Four years of college desired
* At least two years of experience working with students in a school and community setting
* Excellent written and verbal communication, and computer skills

**Application Requirements:**

To apply for the Instructional Assistant position, please email your resume, BLEC application and three (3) letters of reference to Dr. Cindye Richburg Cotton, executive director, Brookland-Lakeview Empowerment Center at [Lakeview@brookland.cc](mailto:Lakeview@brookland.cc)

A background screening will be conducted. If you have any questions or need more information, please call the BLEC at 803-747-3519.