

Position Title: Instructional Aide

Compensation: \$17.00 - \$19.00 per hour (based upon experience)

Instructional Aide Position Description

HealthForce is seeking instructional aides to deliver a medical career exploration program to participants aged 4th grade through 8th grade. Instructional aides will support instructors in delivering HealthForce programs at a single site for 6-week periods with up to 25 participants. Instructional aides are responsible to assist the instructor with any set up and clean up needed.

Instructional Aide Duties and Responsibilities

- Attend two day instructional aide training
- Set-up learning area each class for best learning experience
- Give feedback to Program Lead and HealthForce Education Lead on student usage of program and engagement levels
- Ensure program supplies are kept in good condition and order
- Clean-up learning supplies and store in storage containers for pick-up after each class
- Collaborate with instructor to ensure successful execution of program activities for participants
- Accompany and supervise participants on field trips
- Follow all rules and regulations for client locations and HealthForce
- Support end of semester Skills & Knowledge Competition
- Co-manage classroom behavior of participants

Requirements

- H.S. Diploma or equivalent
- A.A./A.S. Degree **or** 45 college units **or** capability of passing required knowledge test
- Excellent verbal communication skills
- Medical career experience preferred
- Teaching or classroom management experience
- Ability to pass TB test and background check with fingerprinting

Benefits

- Bonus Opportunities
- CA Sick Leave

Expected Weekly Hours: 6-8 hours; training will be two 8-hour days at beginning of each semester

Status: Part Time – Five Month Contracts