



JOB DESCRIPTION

TITLE: HEP Instructional Aide Part-time

COLLEGE/SCHOOL/DEPT: HEP ALLIANCE

REPORTS TO: Program Director

FLSA: Non-Exempt

SALARY: \$16.28/hr.

POSITION SUMMARY:

Assist in the administering and scoring a variety of test according to student performance, provide support to the HEP instructor by setting up work areas, display and exhibits, operational audio-visual equipment and distributing and collect documents and supplies.

The Heritage University High School Equivalency Program (HEP) helps migrant and seasonal farm workers and members of their immediate family to obtain a GED and then move on to new or better employment or be placed in post-secondary education or training.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Perform clerical duties routinely such as reviewing GED scores, daily attendance, duplicating documents as directed.
- Support and enforce classroom policies.
- Assist instructor with the administration of instructional materials to all HEP students.
- Develop daily classroom activities in coordination with HEP Instructor
- Assist instructor with development of student's portfolio.
- Tutor individuals or small group of students, reinforcing instruction as directed by the HEP instructor.
- Provide friendly attitude and general education guidance.
- Participate/Plan HEP graduation.
- Serve as a mentor to HEP students.
- Participate in meetings and in-service training program as assigned.
- Employees may perform other related duties as required to meet the ongoing needs of the organization and its targeted population.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other functions as necessary or as assigned.

This section contains responsibilities and important duties performed occasionally or in addition to the essential functions of the position. The above statement is on all job descriptions in this section.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- High School Diploma/GED and /or comparable proven experience in working with migrant/seasonal farmworkers.
- Strong commitment to working with youth.
- Excellent communication skills
- Bilingual in English and Spanish (speaking/reading/writing).

APPLICATION INFORMATION AND DEADLINE Applications should include the following:

- Cover Letter
- Resume
- List of References (*names, addresses & phone numbers of 3-5 current professional references*).
- HU Employment Application LINK:Employment Application

Review of applications will begin immediately and will continue until the position is filled.

To apply, please email application material to:

Humanresources@heritage.edu

OR

Heritage University
Office of Human Resources
3240 Fort Road Toppenish, WA 98948

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Heritage University is an equal opportunity/ equal access/ affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and State laws, regulations, and executive order regarding non-discrimination and affirmative action.