BEN FRANKLIN
ACADEMY
The Core Knowledge STEAM School of Choice

OUR MISSION: Our mission is to develop young adults with character like America's founding Renaissance man, Benjamin Franklin: well-read, scientifically curious, and civically engaged.

OUR VISION: Our students will excel academically through a challenging, sequenced curriculum that emphasizes math, science, and literacy. We will be a data driven institution, focusing on individual students. Our students, teachers, parents, staff, and leaders will be held accountable for the success of our school. Finally, we recognize that an education is incomplete without fostering the arts, sports, nature, and character.

JOB TITLE: INSTRUCTIONAL ASSISTANT (IA)

REPORTS TO: Classroom Teacher/Assistant Principal

POSITION SUMMARY
Ben Franklin Academy is seeking an Instructional Assistant who will be responsible for providing assistance to teachers in working with students, clerical tasks and other functions. Develop and promote good community relations among various community and school clientele. The details provided in this job description provide structure to the responsibilities and accountabilities for this position. Ben Franklin Academy expects to employ professionals who will work beyond job descriptions, creating both a fulfilling school environment and positive outcomes for our students.

SCHEDULE
- Part-time
- Monday – Friday 8am –1pm
- 180 work days / school year

TYPICAL RESPONSIBILITIES
- Collaborate with teachers to provide assistance in large and small group instructional support.
- Supervise students in various school settings and situations, including lunchrooms, playgrounds, carpool, etc.
- Perform clerical duties, such as correspondence and document production.
- May assist by grading student papers and other work for teachers.
- Mediate student conflicts.
- May design suitable materials for bulletin boards and educational displays.
- May administer minor first aid.
- Assist in coordinating and scheduling various school activities.
- Maintain workroom equipment.
- May serve on school related committees.
- Perform other related duties as assigned or requested.

SKILL REQUIREMENTS
- Verbal and written communication skills in English

- Demonstrated ability to read and comprehend written/graphic and oral instructions
- Basic computer skills
- General office equipment
- Knowledge of child development

GENERAL EXPECTATIONS
- Flexible
- Work effectively with supervisors and co-workers
- Perform responsibilities without close supervision
- Effectively communicate with the Ben Franklin Academy staff, school community and the public at large
- Meet attendance standards and work the hours necessary to perform the essential functions of the job
- Maintain a generally positive attitude
- Observe all Ben Franklin Academy policies and procedures

ESSENTIAL ENVIRONMENTAL & PHYSICAL DEMANDS
Mostly clean and comfortable
Occasional lifting five (5) to fifty (50) pounds
Frequent bending, stooping, walking, standing, kneeling, squatting, reaching, and sitting

EDUCATION and/or REQUIRED EXPERIENCE
High school graduate or equivalent

PREFERRED EXPERIENCE
First Aid/CPR Preferred

SUPERVISORY DUTIES
None

COMPENSATION
- Dependent on experience
- Hourly pay range starts at $18.50/hour
- PERA (Public Employees' Retirement Association of Colorado)
- Position is part time and therefore not eligible for health benefits
- Accrued paid sick leave
- Employee Assistance Program (EAP)
- Voluntary 401(k) retirement plan options

POSTING CLOSING DATE: Open until position filled

For more information, please visit http://www.bfacademy.org/careers/

Ben Franklin Academy is committed to compliance with all applicable equal employment opportunity laws, prohibiting discrimination on the basis of race, color, religion, ancestry, national origin, sex, marital status, disability, or age.

This applies to all employment practices, including hiring, promotions, training, disciplinary action, termination, and benefits.

Ben Franklin Academy is a drug-free workplace.