

# Anoka Hennepin Independent School District #11 Position Standard

## **Adult Basic Education Literacy Assistant - Volunteer Support**

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ABE Literacy Assistants will work in the areas of ABE and/or ESL (English as a Second Language) Classroom Support, Student Assessment, and/or Volunteer Programs.

### **Essential Functions:**

- Work independently processing paperwork.
- Answer telephones.
- Assist with the volunteer program in the areas of recruitment, orientation, pre-service training and placement of volunteers.
- Assist with the planning and implementation of publicity for volunteer training.
- Enter volunteer data information in program database.
- Perform other duties as assigned.

### **Minimum Qualifications:**

- High School Diploma or equivalent.
- Strong communication and organizational skills.
- Ability to work on a team.
- Ability to be flexible and function well in a busy environment.
- Ability to maintain regular attendance, which includes completing an assigned day.
- Must be able to lift a minimum of 20 pounds.
- Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.
- Must be physically working in the building/on site.

### **Preferred Qualifications:**

- Computer skills and data entry experience preferred.
- Experience in an ESL or ABE academic program with adults preferred.
- Experience working with diverse populations preferred.
- Experience working in an academic, workforce, or school setting preferred.

### **Physical Factors:**

Frequent: standing, walking, sitting, twisting/pivot, repetitive arm, simple grasp, firm grasp, fine manipulating, talking, hearing, and visual accommodation.

Occasional: lifting above shoulder, lifting waist to chest, lifting below waist, carrying, pushing, pulling, climbing, stooping, kneeling, feeling, reaching and exposure to weather when travel between district sites is required.