



EDUCATION & CAREER RESOURCES OF GA

www.ecrga.com

Instructor Assistant

| | |
|------------|--------------------------|
| Job Title | CNA Instructor Assistant |
| Reports to | CNA Instructor/Director |

Job Description

This is an academic programs position with a focus on providing assistance & support to the Program Instructor who is responsible for providing comprehensive training and skill development to adult learners.

Duties and Responsibilities

- Be familiar with the course curriculum as outlined in program manual.
- Assist in preparation of Skills Checklists as prescribed by Program Instructor.
- Assist in record keeping of accurate and sufficient records of all student grades and attendance.
- Provide support to Program Instructor to prepare for skill activities.
- Provide assistance to Program Instructor as necessary in preparation for classroom instruction.
- Maintain laboratory area, equipment and restock supplies as necessary.
- Prepare lab for State Examination.
- Prepare materials for CPR classes and assist CPR Instructor as necessary with the class set up and breakdown.
- Assist with grading assignments.

Qualifications

High School Diploma or High School Senior
Excellent Communication Skills
Microsoft Office Suite
Detail Oriented with Exceptional Organizational Skills

Candidate

Date

ECRGA Representative

Date