Policy: **Instructional Aide Program**	Number: 726.01
Date Revised: 07-28-09	**Supersedes:** I-07
Cross Reference: N/A	**Issued:** 09-26-83

The Instructional Aide Program (IAP) is designed to provide qualified graduates with an opportunity to develop additional workplace skills. Graduates interested in participating in the IAP should complete an application form which must be requested from designated IAP facilitator and submit it to their prospective supervisor for signature. If the supervisor approves the applicant, they should sign the form and forward it to their center director for review. After review and signature by the center director, the signed form is then forwarded to the designated IAP facilitator. If the applicant meets the requirements for program participation outlined below, the application is forwarded to the appropriated dean for review and signature, and then to the President.

Requirements for IAP participation:

- Must be a graduate of ISTC
- Must be a graduate of the career technical program where assignment is bring sought
- Must have at least 12 months remaining to serve prior to release
- Cannot have been barred from attending classes at ISTC based on prior actions

(Exceptions to these requirements can be made by the President/designee).

IAP participants may remain in the program for a total of five (5) years. Extensions may be granted by the President.

IAP participants may not assume responsibilities of ISTC employees. They are specifically prohibited from:

- Preparing or executing an employee's paperwork, such as official records, reports, student files, etc.
- Handling confidential student records
- Preparing and /or presenting estimates to live work patron
- Maintaining roll books
- Answering telephones or handling mail
- Takin on any other responsibilities of an employee

IAP Participants may request reassignment or removal from the program by contacting their immediate supervisor who should relay the request to the designated IAP facilitator.

IAP participants may be removed from the program for failure to comply with ADOC rules/directives and/or non-performance of assigned tasks.