

# Gulf Coast Trades Center

## Job Announcement

**Position: Instructional Aide - Vocational Emphasis**

**Position Available: 1**

**Opening Date: March 16, 2017**

**Closing Date: Until Filled**

**Salary: Depends on Experience**

**Status: Exempt**

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**Position:**

Instructional Aide - Vocational Emphasis

**General Description:**

Assist with the delivery of instruction and supervision of students in the vocational classroom and laboratory setting. Individual must have a willingness and ability to teach high school students the basic vocational skills as directed by the instructor in the vocational classroom and laboratory. .

**Reports To:**

Thomas Buzbee Vocational High School Administration

**Supervises:**

Students Assigned.

**Qualifications:**

- Must possess or be able to qualify for SBEC certification as an instructional aide.
- Must pass a Criminal History check and drug screen.
- Must demonstrate the ability to:
  - Teach
  - Communicate
  - Relate to students with behavior problems
- Must have general knowledge of vocational skills.

**Specific Duties:**

- Ability to work with diverse students and must possess sensitivity to student cultural needs.
- Cooperate with other vocational staff in planning and implementing instructional goals.
- Work cooperatively with special education teachers/staff to assist as needed for special education students according to guidelines established by the Individual Education Plan (IEP).
- Use appropriate technologies in the teaching/learning process.
- Supervise implementation of purposeful assignments.
- Present a positive role model for students that supports the mission of the Center.
- Manage student behavior in the:
  - Classroom
  - Laboratory
- Create a classroom environment conducive to learning.
- Take all necessary and reasonable precautions to protect:
  - Students
  - Equipment
  - Materials
  - Facilities
- Maintain a professional relationship with all:
  - Colleagues
  - Students
  - Parents

- Community members
- Use appropriate and acceptable communication skills to present information accurately and clearly.
- Demonstrate interest and initiative in professional environment.
- Demonstrate behavior that is:
  - Professional
  - Ethical
  - Responsible
- Demonstrate current:
  - Knowledge
  - Understanding
  - Skill in teaching assignment
- Adhere to the Professional Code of Ethics.
- Ability to:
  - Communicate (verbal and written)
  - Instruct
  - Maintain emotional control under stress

### **Contact**

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