

**THOMAS BUZBEE VOCATIONAL HIGH SCHOOL**

**Gulf Coast Trades Center**

**Job Announcement**

**Position: Instructional Aide – Core Subject Emphasis (2 Positions available)**

**Opening Date: April 3, 2018**

**Closing Date: Until Filled**

**Salary: DOE**

**Status: Exempt**

\*\*\*\*\*

**POSITION:**

Instructional Aide – Core Subject Emphasis (2 Positions available)

**GENERAL DESCRIPTION:**

We are a residential facility and open enrollment charter school working with high school adjudicated and TDFPS male students. We are a year round school. We offer classroom academic programs via PLATO online system. We are seeking an instructional assistant with strong basic skills and/or are willing to work on strengthening them on the job.

**REPORTS TO:**

Thomas Buzbee Vocational High School Administration

**QUALIFICATIONS:**

- GED and/or high school diploma required.
- Possess or ability to qualify for SBEC aide certification required.
- Must be able to relate to youth and minority groups and work well in a team setting.
- Must have basic computer skills.
- Must pass a criminal history check and drug screen.
- Ability to keep confidential information.

**SPECIFIC DUTIES:**

- Responsible for providing basic core subject support to all students daily in an inclusive classroom.
- Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
- Attend all education workshops assigned by school administration and disseminate information to appropriate staff.
- Perform other duties as assigned.

Contact

Michelle Harris

Human Resources

143 Forest Service Rd., #233

New Waverly, Texas 77358

Phone: (936) 344-7847

Fax: (936)344-2386

Email: jobs@gctcw.org