

THOMAS BUZBEE VOCATIONAL HIGH SCHOOL
Gulf Coast Trades Center
Job Announcement

Position: Instructional Assistant – CTE

Positions Available: (1) One

Opening Date: April 27, 2018

Closing Date: Until Filled

Salary: DOE

Status: Exempt

General Description

Provide student instruction and support services during the day. Assigned tasks based upon immediate need. Will be assigned to one of our six career cluster areas but will be subject to cover other areas as needed.

Reports To

Principal / Assistant Principal

Supervises

Students Assigned

Qualifications

- High School Diploma/GED required, and 2 years college preferred.
- Additional supplement available for bilingual applicants should they be hired.
- Prior experience working with students, preferably in a career setting
- Ability to work cooperatively with others and maintain a positive attitude in the work environment
- Ability to use good judgment in problem-solving and decision making
- Use time productively
- Ability to follow school policies and procedures
- Ability to accept supervisory direction and desire to improve job skills
- Ability to demonstrate tact, courtesy and helpfulness in dealing with staff, students, and visitors to the school
- Must pass pre-employment criminal history check
- Able to relate to youth and minority groups.
- Travel as required.
- Certifications as required by Agency or law and other licenses.
- Must have own transportation.
- Possess a valid Class C Texas Driver's License.
- Must satisfactorily pass a criminal history check conducted by this State.
- Must pass drug screen.

Specific Duties

- Provide instruction and support in assigned CTE class.
- Communicate effectively with students of various cultural backgrounds.
- Provide support to CTE instructors as needed.
- Promote smooth work relationships with fellow co-workers and other staff.
- Provide instruction to all students in assigned CTE class in the absence of the instructor.

- Assume all duties as assigned by the Administration.
- Provide confidentiality regarding all personal student information and agency business.
- Co-teach under teacher direction.
- Assist with keeping students focused on the learning assignment through one-on-one efforts
- Assist with implementation of daily routines and schedules.
- Able to de-escalate students who may have become irate.
- Able to perform restraints on high school male students in the event it is necessary.
- Participate in appropriate staff development as required to ensure professional growth.
- Participate in staff meetings, committee meetings, and/or ARD meetings as required by job assignment.
- Perform CTE duties for students with special needs as assigned by the Principal, Special Education Director, or Teacher.

Evaluation

The evaluation will be based on the positive outcome and achievement of all students.

Contact

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