

Gulf Coast Trades Center

Job Announcement

Position: Instructional Assistant - Vocational Emphasis
(Culinary Arts, Construction, Automotive Tech)

Position Available: (1) One

Opening Date: October 9, 2018

Closing Date: Until Filled

Salary: \$1125.00 Semi-monthly

Status: Exempt

Position:

Instructional Assistant - Vocational Emphasis (Culinary Arts, Construction, Automotive Tech)

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 in one of the following areas Culinary Arts, Construction or Automotive Tech.
- Must be able to work in outside weather conditions (hot & cold)
- Must be able to lift and/or move 25 pounds
- Must be able to supervise youth in multiple locations.

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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