



## Teaching Assistant

**STARTING DATE:** As soon as possible  
**REPORTS TO:** Assigned Administrator  
**WORK YEAR:** 191 days as per Board-adopted calendar; 6 hours per day (Proration as necessary)  
**SALARY RANGE:** Appropriate step on Classified Salary Schedule - Commensurate with experience and education  
**LOCATION:** Aviation Maintenance Hangar and/or Main Campus

### QUALIFICATIONS INCLUDE BUT NOT LIMITED TO:

- High School Diploma or equivalent
- Appropriate valid Ohio Instructional Aide Certificate or Teaching License or ability to obtain
- Minimum three years' experience preferred
- Ability to work as a team member with the Instructor and interact positively with students and staff
- Ability to guide high school students using a combination of subject matter and lab experiences designed to prepare students for career choices/post-secondary opportunities
- Highly motivated self-starter with a demonstrated ability to work with students having a variety of needs and abilities in a team environment
- Effective organizational and time management skills; excellent oral and written communications skills
- Must be able to tolerate standing for extended periods of time
- Ability to lift, carry and/or move objects with a minimum weight of 40 pounds including, but not limited to, supplies and equipment
- Demonstrated problem solving abilities, ability to communicate clearly and prioritize multiple tasks
- Comply with drug-free workplace rules and board policies and documented evidence of a clear criminal record
- Ability to complete necessary training to obtain and maintain van driver certification

### RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:

- Assist Instructor in providing supervision, assistance, development and or instruction related to student skills
- Transport students to and from work study assignments
- Help plan and present lessons
- Supervise non-classroom activities as directed (arrival/departure, lunch, field trips, etc.)
- Ability to know routines and plans in case of a substitute teacher
- Knowledge of student organizations
- Provide appropriate control and direction for student behavior
- Observe and report students' work / classroom behaviors to the Instructor
- Serve as an appropriate example for student work behaviors
- Participate in professional development and recruitment opportunities
- Take precautions to ensure safety
- Work under the guidelines of the Greene County Career Center's Mission Statement and goals
- Remain free of any non-prescribed controlled substance or alcohol abuse in the workplace throughout his/her employment in the district
- Perform other specific job-related duties as directed

**DEADLINE:** Open until filled.  
Visit <https://www.greeneccc.com/HumanResources.aspx> for instructions on the application process

**APPLY TO:** David Deskins, Superintendent  
Greene County Career Center  
532 Innovation Drive  
Xenia, OH 45385  
[jobs@greeneccc.com](mailto:jobs@greeneccc.com)  
[www.greeneccc.com](http://www.greeneccc.com)

Date Posted: 1.6.23

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