



Teaching Assistant – Career X

STARTING DATE: ASAP
REPORTS TO: Supervisor of Student Services or Other Assigned Administrator
WORK YEAR: 191 days as per Board-adopted calendar (prorated for 2023-2024); 6 hours per day
SALARY RANGE: Appropriate step on Classified Salary Schedule - Commensurate with experience and education

QUALIFICATIONS INCLUDE BUT NOT LIMITED TO:

- Appropriate valid Ohio Instructional Aide Certificate or Para Professional License or ability to obtain
- Ability to work as a team member with Instructor and interact positively with students, staff and customers
- Ability to organize and complete work in a timely, efficient and accurate manner
- High school diploma or GED
- Must be able to tolerate standing and/or bending for extended periods of time
- Ability to individually lift, carry and/or move objects with a minimum weight of 40 pounds including, but not limited to supplies and equipment; and/or help others with heavy objects
- Excellent communication skills
- Documented evidence of a clear criminal record
- Ability to develop positive working relationships with others
- Ability to assist with the instruction of high school students using a combination of subject matter and experience designed to prepare students for career choices and post-secondary opportunities in the workforce or in college
- Highly motivated self-starter who can complete tasks with minimal direction
- Ability to work with students having a variety of needs and abilities in a team environment
- Comply with drug-free workplace rules and board policies
- Ability to complete necessary training to obtain and maintain van driver certification

RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:

- Assist Instructor in instruction, development, and supervision of student skills
- Transport students to and from work study assignments; Ability to obtain Ohio School Van Driver Certification within 6 months of appointment
- Assist Instructor with lab operations
- Support and assist in job coaching for students as required
- Assist in maintaining storage and lab areas; have in-depth knowledge of all lab equipment and how it functions
- Ability to know routines and assist with plans in case of substitute teacher
- Observe and report students' work/classroom behaviors; communicate high expectations and show interest in student progress
- Promote and maintain positive student behaviors at all times
- Inspect the buildings, grounds, and equipment to identify and report safety and sanitary hazard problems
- Assist with ensuring proper classroom rules while remaining respectful to all stakeholders
- Work collaboratively and effectively with staff, students, parents and form positive relationships at all times
- Provide leadership in student management, and career/technical club activities
- Actively assist in upholding and enforcing school rules, administrative regulation and Board Policy
- Demonstrate professionalism and maintain a positive work attitude
- Work under the guidelines of the Greene County Career Center's Mission Statement and goals
- Attend in-service and staff meetings as directed
- Promote favorable image of the Career Center
- Maintain an acceptable attendance record and be punctual
- 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
www.greeneccc.com

Posted: January 23, 2024

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