



Teaching Assistant – Substitute

STARTING DATE: 2018-2019 School Year
REPORTS TO: Director of Secondary Education
WORK YEAR: As needed
SALARY RANGE: \$10 per hour

QUALIFICATIONS INCLUDE BUT NOT LIMITED TO:

- High School Diploma or equivalent
- Experience working with students preferred
- Appropriate valid Ohio Instructional Aide Certificate or Teaching License
- High interest in working with people of all skill levels
- Ability to work as a team member with the Instructors 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 in the appropriate field
- Highly motivated self-starter with a demonstrated ability to work with students having a variety of needs and abilities in a team environment
- Proficiency with technology; familiarity with point-of-sale system
- 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

RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:

- Assist Instructor in providing supervision, assistance, development and or instruction related to student skills
- Provide appropriate control and direction for student behavior
- Observe and report students' work / classroom behaviors to the Instructor
- Maintains a positive learning environment. Helps students with questions and checks to ensure that students are making reasonable progress with assignments
- Takes precautions to ensure student safety. Does not leave students unsupervised
- Serve as an appropriate example for student work behaviors
- Demonstrates professionalism and maintains a positive work attitude
- 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
- Performs other specific job-related duties as directed

DEADLINE: Posted until filled
Visit <https://www.greeneccc.com/Page/38> for instructions on the application process

APPLY TO: David Deskins, Superintendent
Greene County Career Center
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Xenia, OH 45385
www.greeneccc.com