



KENT INTERMEDIATE SCHOOL DISTRICT | 2930 Knapp, NE • Grand Rapids, MI 49525

Job Description

Job Title: **Health Career Foundations - CTES (1.0 FTE)**
Kent Career Tech Center

Reports To: Principal - KCTC/KTC or Designee (Immediate Supervisor)

Classification: Union - KIEA CTE Specialist

Terms of Employment: Governed by KIEA Master Agreement

Summary: To assist in providing a well-organized and smoothly functioning class environment that reflects the actual work environment in which students can take full advantage of the adapted instructional program and the available resource material.

Job Qualifications:

1. Must have graduated from high school (Associate's Degree preferred).
2. Must have had a minimum of two (2) years (4,000 hours) of recent work experience in the occupational area of instruction.
3. Prefer to be a Registered or Licensed Practical Nurse.
4. Possess or able to obtain a CDL license.
5. Must have demonstrated ability to work with culturally diverse student populations including special population students (economic and academic disadvantaged, special education, and Limited English Proficient students).
6. Must possess excellent organizational skills, technology skills, be detail and team-oriented, and have excellent communication skills.
7. Prefer to meet State and Federal certification requirements and be BLS CPR certified, or the ability to obtain certification.

Specific Duties and Responsibilities:

1. Assists instructors by maintaining and organizing classroom and lab supplies and equipment necessary for student learning.
2. Demonstrates specific health care skills for students when individual instruction is required.
3. Transports Health Careers students, when necessary, by bus on field trips or to work sites.

4. Provides remedial and tutorial instruction, under the direction of the instructor, to students identified as needing additional help with the program's content.
5. Consults and meets with the instructional staff, Student Support Services Team, and the Language Support Team to ensure that the students receive appropriate support services.
6. Monitors the special population students' skill obtainment, work habits, and attendance and shares the student information with the Student Support Services Team.
7. Supplements the instructor's demonstration of the safe and proper use of the program's tools, equipment, and machinery with students needing additional assistance.
8. Assists the instructor in maintaining a safe learning environment and monitors student behavior to maximize learning in the lab, on the work site, and during field trips.
9. Provides supplementary services to at-risk students such as reading tests and assignments, notetaking, and the preparation of study guides.
10. Participates in staff meetings and professional in-service opportunities as provided by the Kent Career/Technical Center.
11. Acts as a substitute instructor, when necessary, in programs where they have Annual Authorization.
12. Assists other Student Support Services members and the instructors with the student visitation program including tours, cluster visits, and internships.
13. Accepts additional tasks and responsibilities as assigned by the Assistant Director - Instruction/Principal or instructor.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.