



POSITION DESCRIPTION

Job Title:	CTES-Heating, Ventilation, Air Conditioning, and Refrigeration (HVACR) Kent Career Tech Center
Reports To:	Principal - KCTC or Designee (Immediate Supervisor)
Classification:	Union – KIEA CTE Specialist 7 Hours Daily (FT) / 182 Days (Full School Year)
Terms of Employment:	Governed by KIEA Master Agreement

Broad Statement of Responsibilities

The Career and Technical Education Specialist (CTES) provides direct and indirect support to students through instruction, remediation, accommodations, and other services that promote access to the Career and Technical Education (CTE) curriculum and foster student independence. In support of this mission, the CTES assists in maintaining a well-organized, safe, and smoothly functioning classroom and laboratory environment that reflects industry standards, enabling students to fully benefit from instructional programs, hands-on learning experiences, and industry-standard equipment.

Minimum Qualifications

- Must have graduated from high school (Associate's or Bachelor's Degree in HVACR, Skilled Trades, or related field preferred).
- Minimum of two (2) years (4,000 hours) of recent and relevant work experience in the Heating, Ventilation, Air Conditioning, and Refrigeration industry.
- Demonstrated knowledge of residential and commercial HVACR systems, tools, equipment, and industry safety practices.
- Strong communication and interpersonal skills to effectively interact with students, staff, parents, and industry partners.
- Experience working with a team to collect, interpret, and use data to inform instructional decisions.
- Demonstrated ability to work with culturally diverse student populations, including economically disadvantaged, special education, and English Learner students.
- Ability to organize, prioritize, work independently, and maintain confidentiality.
- Ability to be flexible and demonstrate initiative and self-direction.

- Valid driver's license required.

Preferred Qualifications

- Experience working with high school students in classroom, lab, or hands-on learning environments
- Experience supporting diverse learners and varying ability levels
- Experience using data to support student success
- CPR/First Aid certification preferred

Duties and Responsibilities

- Assists in providing accommodated instruction in Heating, Ventilation, Air Conditioning, and Refrigeration (HVACR) and related CTE content areas, including assisting in evaluation of student knowledge.
- Provide instructional supports and accommodations for students with diverse learning needs, including implementation of IEPs, 504 Plans, and Student Success Plans.
- Assists students on a one-to-one or small group basis as directed by the lead instructor and based on assessment data to develop industry-standard HVAC installation, troubleshooting, maintenance, and diagnostic skills.
- Uses remediation and tutoring techniques, as directed, to assist students in attainment of academic content, credentials, and course completion.
- Documents all supports provided through logging remediation of all students as well as IEP and Section 504 accommodations in Powerschool.
- Supplements the instructor's demonstration of the safe and proper use of HVACR tools and equipment with students needing additional assistance, including specialized instruction to reinforce OSHA and MIOSHA safety standards, proper use of PPE, lockout/tagout procedures, electrical safety, refrigerant handling, and safe
- 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.
- Assists students with work assignments that may require physical activity.
- Assists in maintaining discipline, aiding individual students, and assisting the lead instructor to have a greater impact on the learning process.
- Assists in the setup, operation, operation, and safe use of HVACR tools, equipment, and training used in the teaching process.
- Support preparation for industry-recognized certifications, including EPA Section 608 Certification.
- Shares the student progress data with the teacher at the time of Special Education and MTSS data review cycles.
- Assists other Student Support Services members and instructors with student visits - including tours, program visits, and internships.

- Participates in staff meetings and professional development opportunities as provided by the Kent Career Technical Center.
- Assist with student visits, program tours, work-based learning experiences, and industry partner activities.
- May assist with transporting students to and from job sites and field trips.
- Accepts additional tasks and responsibilities as assigned by the Principal or designee.

Salary Information

Step 1	Step 2	Step 3
\$22.66	\$23.74	\$24.94

Placement on the salary scale will be commensurate with an applicant's academic degree and the number of years' experience in a particular specialization, or in an approved related field, per Master Agreement

Benefit Information

Robust benefit package includes full medical, dental, and vision insurance; paid sick and personal days; State of Michigan School Employment retirement program; Kent ISD is a participating employer for the Public Service Loan Forgiveness program for eligible Federal student loans.