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## BOARD AGENDA ITEM

Information/Discussion\_\_\_\_\_

Future Action\_\_\_\_\_

Action\_\_\_\_\_

Item: Request for Personnel  
CTES Digital Animation & Graphic Communications

Submitted by: Sue Gardner

Date: April 15, 2025

Recommended by: Craig Weigel



Board Meeting Date: May 19, 2025

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### RECOMMENDATION:

Kent Career Technical Center (KCTC) is recommending hiring one (1 FTE) CTE Specialist to support the Digital Animation & Game Programming and Graphic Communications programs.

### BACKGROUND:

The addition of a CTES (para educator) position in the E-Wing at KCTC will provide targeted support for students with IEPs and Section 504 Plans enrolled in IT, 3D Animation & Game Design, and Graphic Communications programs. These programs require specialized software, technical equipment, and project-based learning that often necessitate individualized assistance to ensure equitable access and success. A dedicated CTES will allow instructors to better meet the diverse needs of their students by providing consistent, in-class support aligned with documented accommodations. This role will also strengthen our ability to uphold compliance, enhance student engagement, and improve outcomes for all learners in these high-demand, skill-based pathways.



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

### **Job Description**

**Job Title:** Digital Animation & Graphic Communications - CTES (1.0 FTE)  
Kent Career Technical Center

**Reports To:** Principal 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

**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 or Bachelor'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. Experience working with a team to collect, interpret, and use data to make decisions.
4. Strong communication and interpersonal skills to effectively interact with students, parents, local employer representatives, and teachers.
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. Ability to concentrate and pay close attention to details, organize, prioritize, and work independently, as well as schedule and produce work in a timely manner.
7. Ability to develop effective working relationships with students, staff, and the school community.
8. Ability to be flexible and maintain confidentiality.

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

1. Assists in providing specialized and accommodated instruction in the various aspects of Career Technical Education (CTE).
2. Supplements the instructor's demonstration of the safe and proper use of the program's tools and equipment with students needing additional assistance.
3. Uses remedial and tutorial techniques, as directed, to assist students in gaining the most from their instruction.
4. Assists students on a one-to-one or small group basis as directed by the lead instructor.
5. Assists in maintaining discipline, aiding individual students, and assisting the lead instructor to have a greater influence on the learning process.

6. 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.
7. Assists in the setup and operation of equipment used in the teaching process.
8. Provides supplementary services to at-risk students such as reading tests and assignments, note taking, the preparation of study guides, and other accommodations as outlined in Section 504 plans and/or IEPs.
9. Demonstrates initiative and creativity – is self-directed.
10. Assists instructors with implementing Student Success Plans including curricular supports and assistive technology and shares student progress data with the Student Services team according to Special Education and MTSS review cycles.
11. Supports staff with coordinating student visits, tours, and internships.
12. Participates in staff meetings and professional in-service opportunities as provided by the Kent Career Technical Center.
13. Performs other duties as assigned by the Principal or designee.

*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.*