

Job Description

Job Title:	<u>Advanced Manufacturing - CTES (1.0 FTE)</u> Kent Career Tech 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. Demonstrates interpersonal skills to interact with students, staff, and parents effectively.
5. 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.
6. 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).
7. Ability to develop effective working relationships with students, staff, and the school community.
8. Ability to implement instructional philosophy accurately and consistently.
9. Ability to be flexible and maintain confidentiality.

Specific Duties and Responsibilities:

1. Assists in providing specialized and accommodated instruction in the various aspects of Vocational and 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 students with work assignments that may require strenuous physical exertion.

6. Assists in maintaining discipline, aiding individual students, and assisting the lead instructor to have a greater influence on the learning process.
7. 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.
8. Assists in the setup and operation of equipment used in the teaching process.
9. Assists instructors with implementing Student Success Plans - including curricular supports, accommodating or removing barriers, and assistive technology.
10. Demonstrates initiative and creativity – is self-directed.
11. Shares the student progress data with the Student Services team - following Special Education and MTSS data review cycles.
12. Assists other Student Support Services members and instructors with student visits - including tours, program visits, and internships.
13. Participates in staff meetings and professional in-service opportunities as provided by the Kent Career Technical Center.
14. Assists with transporting students to and from job sites and field trips.
15. Accepts additional tasks and responsibilities 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.