

**PIONEER JOINT VOCATIONAL SCHOOL
27 RYAN ROAD
SHELBY, OHIO 44875**

**JOB DESCRIPTION
FOR
CAREER TECHNICAL PROGRAM - TEACHER AIDE**

QUALIFICATIONS: Must obtain a Substitute Certificated Instructor License, Teaching Certificate or Para Professional license. High School diploma of graduation and five (5) years experience in the career field.

RESPONSIBLE TO: The Supervisor of Career Technical Program.

GENERAL DUTIES:

1. Responsible for assisting a classroom/Laboratory teacher in the general supervision and management of students.
2. The person needs to be able to relate well to students, employees and be willing to fulfill responsibilities in accordance with the school's educational philosophy.
3. Assisting in the implementation of the daily program under the direction of the Career Technical teacher.
4. Assisting in planning and preparing the learning environment, setting up classroom/laboratory and preparing needed materials and supplies.
5. Supervising the classroom when the teacher is out of the room.
6. Assisting the teacher in any other appropriate ways.
7. Maintaining professional attitudes to the students, staff and community.
8. Treating all students and staff with dignity and respect.
9. Maintaining confidentiality about students, their families, and other employees outside the school.
9. Helping with the operations of audio/visual aids (projectors, etc.).
10. Follow directions given by Career Technical teacher or immediate supervisor.
11. Perform other duties as assigned by the Superintendent and/or his/her designee