

WESTERN MARICOPA EDUCATION CENTER | DISTRICT # 402**Job Description**

Job Title: Welding Classroom Instructional Assistant

Supervisor: Instructor/Assistant Campus Administrator

Terms of Employment: 9 to 10 Months, 19 ½ Hours Weekly

Salary Range: \$13.26 - \$19.38 hourly

Essential Duties and Responsibilities:

- Assist the instructor with student learning
- Assist the instructor in lab set-up and organization
- Assist the instructor with preparation of instructional materials
- Assist in planning and carrying out the activities/work assignments for individual students and in small groups
- Follow a lesson plan, chart and guide provided by instructor
- Assist the instructor in maintaining student discipline
- Assist in lab/shop clean-up
- Maintain confidentiality related to Family Educational Rights and Privacy Act (FERPA)
- Establish and maintain good rapport with students, employees, community members and vendors
- Maintain a high level of ethical behavior and confidentiality
- Other job related duties as assigned

Knowledge and Skills:

- Demonstrated aptitude or competence for assigned responsibilities
- Working knowledge of various computer operating systems, hardware, software, and related applications
- Obtain at the time of hire and maintain a valid First Aid/CPR certification
- Ability to read and interpret general documents such as employee handbooks and safety/training manuals
- Ability to write general correspondence and speak effectively with others

Requirements:

- ✓ High school diploma or G.E.D.
- ✓ May be required to work outside normal working hours
- ✓ Must pass a fingerprint clearance and background check
- ✓ Maintain a valid Arizona Driver's License



Evaluation: This position has a 90-day probation period, plus a yearly evaluation.

Closing Date: Open until filled

Start Date: August 2018

Application Procedure:

Submit on-line application – West-MEC.org

Include:

- Letter of interest
- Current resume´
- Three professional references (names, addresses and phone numbers)

Western Maricopa Education Center is an Equal Employment Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Civil Rights Act Title VII of 1972, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Western Maricopa Education Center does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in employment or in any of its educational programs or in the provisions of benefits and services to students.