

Career Education Aide

Job Title: Career Education Aide
Department: Instructional Support
Reports to: Director
Classification: Non-exempt
Category: Support Staff

Summary

A career education aide assists students with project work in the CTE course.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Duties as assigned by the principal/director
- Maintain a close cooperative relationship with Career Education teacher.
- Assist the Career Education teacher in any matter relevant to the operation of the program.
- Assist Students with project work in the CTE course.
- Assist in the setup and/or takedown of equipment for class projects.
- Accepts responsibility for reporting to work on time and maintaining accurate hourly records of work time.
- Maintain confidentiality of information about students and their families in accordance with Board policy and law.
- Other duties as assigned and/or prescribed by Maryville R-II School District policies and procedures.

Supervisory Duties

None

Qualifications

- A high school graduate/or equivalent.
- Automotive Technology experience preferred.
- Must have the ability to do and/or learn the skills necessary to assist the Career Education teacher.

Skills and Abilities

Language

An individual who holds this position must have the ability to:
Read and comprehend simple written and oral instructions, short correspondence and memos.
Write short correspondence and memos.
Communicate one on one and in small groups.

Reasoning

An individual who holds this position must have the ability to:
Understand and follow verbal and written instructions.
Occasionally solve problems involving concrete variables within standardized situations.

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Technology

Basic computer skills including word processing and data entry.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

An individual who holds this position:

Is regularly required to stand, walk, use hands and fingers to handle or feel objects, tools, or controls and talk and hear.

The employee is frequently required to reach, bend, squat, stoop and kneel.

The employee continuously uses hand strength to grasp and use tools.

Occasionally the employee will lift or move up to 50 pounds.

Specific vision requirements include close and peripheral vision and depth perception.

Attendance

Consistent and regular attendance is an essential function of this position.

Conditions and Environment

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job the employee regularly works indoors and occasionally works outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals. The noise level of the work environment is usually moderate but can occasionally be loud.