

Job Title: Diesel Classroom Instructional Assistant

Supervisor: Diesel Instructor/Assistant Campus Administrator

Employment Terms: 9-10 Months, 19.5 hrs./week (between 1:00PM – 6:30 PM)

Salary Range: \$13.26 - \$19.38

Location: Northeast Campus
1617 Williams Drive
Phoenix, AZ 85027

Skill Sets:

- Customer Service
- Communication
- Critical Thinking
- Personal Management
- Leadership
- Professional Management
- Computer Technology
- Teamwork

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
- Assist and support students with Individualized Education Program (IEP)
- 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 Education 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
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- 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:

Application Procedure:

Submit online application: <https://west-mec.edu/employment/>

Include:

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

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