

Job Title: Welding Classroom Instructional Assistant

Supervisor: Campus Administrator

Employment Terms: 10 Months; 19.5 Hrs. /Wk. (to be determined by the Campus Administrator)

Hiring Range: \$20.44 - \$26.56

Location: Central Campus
6997 N Glen Harbor
Glendale, AZ 85307

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 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: ASAP

Application Procedure:

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

Include:

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

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