



## **POSITION VACANCY**

The vision of Tolles Career & Technical Center is to **LIFT All Students**

**POSITION:** Instructional Aide - Career Campus

**POSTED:** **May 11, 2023**

**REPORTS TO:** Instructor/Director

**STARTING DATE:** **August 14, 2023**

**QUALIFICATIONS:**

*Required:*

- High school diploma or equivalent
- Excellent written and verbal communication skills
- Ability to work effectively with high school students
- Positive result from criminal background check

*Preferred:*

- Experience working with students with disabilities
- Experience working in an instructional capacity
- Ability to speak and write in Spanish is a plus

**RESPONSIBILITIES:**

- Hours: 8:00 a.m. - 3:30 p.m., Monday-Friday
- Some additional hours for field trip supervision or special events may be required

**SALARY & CONTRACT:**

Based upon experience. Approximately 188 contract days per year.

**APPLICATION PROCESS:**

Submit Tolles application, resume, references, college transcripts and certifications/credentials to:

Tolles Career & Technical Center  
7877 US Highway 42 S | Plain City OH 43064  
(614) 873-4666, ext 4213 | (614) 873-8761 fax  
hr@tollestechnology.com

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