



POSITION VACANCY

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

POSITION:	Instructional Aide - Career Campus
POSTED:	June 9, 2022
REPORTS TO:	Instructor/Director
STARTING DATE:	August 9, 2022
QUALIFICATIONS:	<p><i>Required:</i></p> <ul style="list-style-type: none">• 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 <p><i>Preferred:</i></p> <ul style="list-style-type: none">• Experience working with students with disabilities• Experience working in an instructional capacity• Ability to speak and write in Spanish
RESPONSIBILITIES:	<ul style="list-style-type: none">• Hours: 8:00 a.m. - 3:00 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:	<p>Submit Tolles application, resume, references, college transcripts and certifications/credentials to:</p> <p>Tolles Career & Technical Center 7877 US Highway 42 S Plain City OH 43064 (614) 873-4666, ext 4213 (614) 873-8761 fax hr@tollestech.com</p>

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