

Berks Career & Technology Center Instructional Assistant

DEPARTMENT:	Instructional Team
CLASSIFICATION:	Support Staff
REPORTS TO:	Assistant Principal/Supervisor of CTE
CERTIFICATIONS:	None
QUALIFICATIONS:	<ol style="list-style-type: none">1. HS Diploma or GED required. (B.S. in Education or other degree preferred)2. Specialized training and/or experience working with youth, particularly Special Education students preferred.3. Requires academic proficiency in math, reading and writing.4. Strong interpersonal and communication skills required.5. An exemplary attendance record is required.
POSITION GOAL:	Instructional Assistants work under the supervision of the Assistant Principal with general guidance provided by the assigned teachers and Education Facilitators providing direct service to students who require additional support to succeed in their instructional programs including re-teaching current occupational content and academic skills in the context of the occupational curriculum.
PERFORMANCE RESPONSIBILITIES:	<p>Assessment</p> <ol style="list-style-type: none">1. Review with the teacher and Special Education Facilitator student IEPs.2. Assist in administering assessment instruments/tests.3. Assist in the identification and utilization of appropriate student learning preference styles. <p>Instruction – Classroom</p> <ol style="list-style-type: none">1. Provide individual instruction, small group instruction within the classroom and laboratory setting including re-teaching current content.2. Provide alternative procedures to meet individual test-taking styles (i.e., oral, hands-on).3. Assist students in developing and using problem-solving techniques. <p>Instruction - Lab Areas</p> <ol style="list-style-type: none">1. Assist students by reinforcing proper operation of the equipment and machinery used in the laboratory when appropriate.2. Check laboratory work including use of materials, equipment, and tools; enforce accepted safety practices in students' work.3. Circulate in the lab to observe whether students are completing their work; provide guidance, instructional support and

intervention where needed.

Affective

1. Assist students in exercising self-discipline and taking responsibility for their behavior.
2. Promote a positive, orderly, and safe atmosphere in the classroom and laboratory.
3. Assist students in realizing positive attitudes toward education in general and achieving success in their career program.

Career Guidance

1. Monitor student progress and encourage positive worker traits (i.e., attendance, punctuality, attitude, independent work habits).
2. Encourage participation in student organizations.
3. Provide additional career information.

Other Areas

1. Assist with comprehension of the academic skills necessary for achieving success consistent with the student's career objective.
2. Dedicate 100% of assigned time providing direct instructional support to students and maintain appropriate records of the instructional support provided.
3. Provide instructional support for CTSO co-curricular activities for assigned occupational clusters/programs.
4. Support the continuous improvement process, as necessary.
5. Other related duties or tasks may be assigned on an as-needed basis by the campus administration and may involve consultation with the Educational Facilitator within the guidelines of the Perkins Local Plan.

POSITION SPECIFICATIONS:

See Attachment.

TERM OF EMPLOYMENT:

Full-time: 182 Instructional Days consistent with the school calendar; up to 4 In-service days as required; workweek = 32.5 hours.

Part-time: Schedule congruent with school year calendar and established schedule; workweek up to 24 hours (e.g. four days per week, six hours per day with a one-hour duty free lunch).

EVALUATION:

Performance in this position will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Personnel.

CONTACT TO APPLY:

Human Resources Department
In-house calls dial extension 2312 or external calls 610-743-7645.
Berks Career & Technology Center
1057 County Welfare Road
Leesport, PA 19533

DEADLINE TO APPLY: on or before Thursday, September 18, 2025.

The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the Berks Career and Technology Center Business Office of any and all reasonable accommodations that will be required.

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EDUCATIONAL AND SERVICE ORGANIZATION.**

Berks Career & Technology Center
ADA POSITION SPECIFICATIONS
(Addendum to the Position Description and Notice of Vacancy)

CLASS TITLE Instructional Assistant **DEPARTMENT** Labor Program Areas

The position description or notice of vacancy should include the position purpose and responsibilities statement to include the position's intent.

SKILLS REQUIRED:

NUMBER SKILLS (Check one)

- ☐ No number skills required
☐ Counting skills
☐ Basic math skills (+, -, x, /)
☒ Advanced math skills (fractions, %, formulas, equations)

WRITING SKILLS (Check one)

- ☐ No writing skills required
☐ Limited (write and take simple notes)
☒ Extensive (prepare and organize complete document)

SENSORY SKILLS (Check all that apply)

- ☒ Visual
☒ Hearing
☒ Speaking
☐ Other communication skills acceptable

READING SKILLS (Check one)

- ☐ No reading skills required
☐ Recognition of letters/words
☒ Understanding of written directions

VERBAL COMMUNICATIONS SKILLS (Check one)

- ☐ No verbal communication required
☐ Limited (give and take directions)
☒ Extensive (provide information and assistance regularly)
☐ Other communication skills acceptable

KEYBOARD SKILLS (Check one)

- ☐ No Keyboard skills required
☒ Keyboard skills required

OVERALL AMOUNT OF TIME THE EMPLOYEE SPENDS:

Standing 80 %
 Walking 5 %
 Sitting 15 %
 Must total 100% 100 %

Working indoors 95 %
 Working outdoors 5 %
 Must total 100% 100 %

Alone 15 %
 In Groups * 85 %
 Must total 100% 100 %

* Specify approximate number of people: 1-25

ESSENTIAL RANGE OF MOTION: (Place checkmark in the box that best represents the frequency of each required physical activity)

ACTIVITY	Never	Occasionally	Frequently	Continuously	MOVEMENT	Never		Occasionally		Frequently		Continuously	
Climb Ladder		✓				Lift	Carry	Lift	Carry	Lift	Carry	Lift	Carry
Climb Stairs		✓			0 – 10 lbs.					✓	✓		
Crawl	✓				11 – 25 lbs.					✓	✓		
Kneel			✓		26 – 50 lbs.				✓	✓			
Lift			✓		Over 50 lbs.				✓	✓			
Mop/sweep			✓			Push	Pull	Push	Pull	Push	Pull	Push	Pull
Reach above shoulder			✓		0 – 10 lbs.					✓	✓		
Reach at shoulder			✓		11 – 25 lbs.					✓	✓		
Reach below shoulder			✓		26 – 50 lbs.					✓	✓		
Work above ground	✓				Over 50 lbs.	✓	✓						
Work underground	✓				HAND/FOOT COORDINATION	<i>Never</i>		<i>Occasionally</i>		<i>Frequently</i>		<i>Continuously</i>	
Ride		✓				Left	Right	Left	Right	Left	Right	Left	Right
Shovel	✓				Fine Manipulation			✓	✓				
Sit			✓		Gross Manipulation								
Squat			✓		Simple Grasping			✓	✓	✓	✓		
Stoop/Bend			✓		Power Grasping			✓	✓				
Stretch			✓		Hand/Wrist Twisting					✓	✓		
Twist			✓		Foot Use					✓	✓		
Walk				✓									
Stand				✓	Exposure to dust, gas, or fumes.....					YES		NO	✓
Other					If yes, description of exposure:								

☐ Check if typical office conditions.

WORKING CONDITIONS: (Describe the physical environment of the position, e.g., range of temperature at work site; dry/wet conditions; noise levels; presence of dusts, odors, gases and/or fumes; lighting levels; ventilation; cramped spaces, etc.)
Indoors, well lighted, well-ventilated, newly renovated area.

LIST VEHICLES OR MOTORIZED EQUIPMENT AND MACHINES, TOOLS, OFFICE EQUIPMENT, MATERIALS, AND OTHER SPECIAL EQUIPMENT USED IN THE PERFORMANCE OF THE POSITION: *PC*