



EASTLAND-FAIRFIELD

CAREER & TECHNICAL SCHOOLS

4300 Amalgamated Place
Groveport, OH 43125

Shelley Groves
Superintendent/CEO

POSITION VACANCY

PLEASE POST

POSITION:	Aspire Student Support Specialist
REPORTS TO:	Aspire Manager
APPLICATION DEADLINE:	Open until position is filled
STARTING DATE:	ASAP
QUALIFICATIONS:	Successful applicants must have or be able to secure ODE licensure for teaching at the elementary, junior, senior high or adult education level; Must hold a bachelor's degree in education or related field; Experience working with adult learners; 3 years of related experience; positive attitude and friendly disposition; Successfully pass a BCI/FBI background check.
RESPONSIBILITIES:	Responsible for supporting student success and program retention by building strong relationships; Monitoring attendance and progress; Provide timely guidance on enrollment, scheduling, and testing processes; Analyze data to implement retention strategies; Respond to student and community inquiries; Assist learners in overcoming barriers to participation; Coordinate orientations; Manage enrollment procedures; Facilitate transitions to post-secondary opportunities; Support program events such as graduation ceremonies; Assist with onboarding new instructors; Cover classes and provide additional instructional support when needed; Other duties as assigned.
SALARY:	Placement on the Adult Support Staff Salary Schedule
TYPE OF EMPLOYMENT:	Certified; Full-time; 8 hours per day; 260-day calendar; Benefit-eligible position
LOCATION:	EFCTS Aspire 4300 Amalgamated Place Groveport, OH 43125
APPLY:	Please submit a resume and letter of interest online at: https://www.eastland-fairfield.com/page/job-openings

**NO phone calls concerning this position will be accepted
.....AN EQUAL OPPORTUNITY EMPLOYER...**

**EFCTS utilizes Google applications and Multi-Factor Authentication (MFA).
The MFA is via data or SMS capabilities of the employee's personal cell phone.**