



## Huron School District

**Position: CTE Instructional Aide**

**Location: Huron High School**

**Schedule: 2024-2025 School Year**

**Supervisor: Classroom Teachers/Bldg Principal**

**Posting Date: March 21, 2025**

**Deadline: Until Filled**

Provides classroom support which contributes to the efficient operation of the CTE Auto Body/Auto Shop program and the skill attainment of students. Targets assistance to students not performing in core subjects at grade level and supports students with special needs to obtain Auto Body/Shop skills.

### **Qualifications**

- Possession of two-year post-secondary education.
- Crisis Prevention Institute, Nonviolent Crisis Intervention certification preferred, or agree to training
- Experience in Auto Body/Shop industry.
- Possesses a clear understanding of skills needed in the Auto Body/Shop program.
- Knowledge of tools and equipment used in the Auto Body/Shop program and the safety standards of each.
- Requires physical stamina for demands of the job and experience assisting students with multiple challenges.
- Emotional maturity and stability necessary to work with all types of students
- Excellent communication and organizational skills with proven ability to establish rapport and work effectively and courteously with all school staff, students' parents and vendors.
- Ability to teach students in the classroom under the supervision of the classroom teacher.
- Must be able to clear pre-employment physical and criminal history background check
- Such additional qualifications as the Board may find appropriate and acceptable

### **Responsibilities & Duties**

- Assists in planning a program of study that meets the individual needs, interests and abilities of the student.
- Assists the teacher in creating a classroom environment that is conducive to learning and appropriate for secondary students.
- Submit monthly progress reports to DCTC.
- Supervise students during class lessons.
- Attend DCTC support staff meetings and professional development.
- Encourages students to set and maintain standards of classroom behavior.
- Helps the teacher in the assessment of students on a regular basis.
- Perform clerical work to support special population students.
- Assists in maintaining accurate, complete, and correct records as required by law and district policy.
- Must be able to demonstrate a positive attitude and professional demeanor at all times.
- Participate and support student leadership opportunities for students.
- Utilize CPI/NVCI training and document appropriately
- Must have regular and reliable attendance
- Additional responsibilities as assigned by the Teacher/Principal

**Terms of Employment**

Ten months per year, 5 hours per day 8:00 a.m. – 1:30 p.m. (student days only)

**Application:**

For full consideration of your candidacy, please complete the online application at the following web address: [www.huronschools.org](http://www.huronschools.org) (Applitrack platform) by the deadline listed.

**Internal Candidates:** Submit a letter of interest and current resume to: Laura DiMambro, Executive Administrative Assistant, via email ([dimambrol@huronschools.org](mailto:dimambrol@huronschools.org)).

*It is the policy of HURON SCHOOL DISTRICT not to discriminate  
On the basis of race, color, religion, national origin, age, sex or handicap.*