

Choffin Career & Technical Center

Job Training support specialist

Posting Deadline: Until Filled

District: Youngstown City Schools

Position: Job Training Support Specialist

ESEA Qualification

Calender: 184 days (pro-rated on start)

Emis Code: 399

Hours per day: 7.5

Qualifications:

- **Applicant MUST be able to provide proof of prior experience in the job training industry**
- **Be able to obtain van driving certification provided by the district to support transportation of students to job sites**
- **Able to use all equipment/machinery related to the program**
- **Support creation/maintenance of an engaging learning environment**
- **Maintains awareness of professional/ethics- issues**
- **May provide support to other programs to maintain targeted staffing levels**
- **Must be flexible and adaptable**
- **Able to work unsupervised off campus with students on job sites**
- **Possess basic computer skills**

Duties:

- **Monitor and support students during lab and class time**
- **Provide accommodations and modifications based on student need**
- **Provide assistance to assigned teachers in maintaining a well-organized, smoothly functioning classroom for the benefit of both teachers and students.**

- **Assists students with class activities; concentrates efforts with small groups of students and individuals as necessary.**
- **Compiles, prepares and organizes materials and classroom for instruction and classroom activities in conjunction with teacher.**
- **Reinforces all knowledge and skills taught by the classroom teacher.**
- **Assists teacher by maintaining student records, recording daily attendance, tracks data daily (academic and behavioral)**
- **Escorting students to other areas of the school, monitoring student behavior and assisting as needed**
- **Supervises and assists students at start of day and dismissal, in the hallways, on field trips, during testing, during breakfast and lunch, and as requested by administration**
- **Will assist students with special needs and/or in need of special attention; provides assistance with daily living routines, may incorporate nurse, or other forms of support, some students require daily hygiene and toileting assistance**
- **Assists in establishing and implementing behavioral objectives. Models appropriate social skills, may work with individual students to help them adjust behaviorally and academically in social situations.**
- **May coordinate and/or participate in special programs or projects as assigned.**
- **Attends staff meetings as required; participates in in-service training programs**
- **Performs routine clerical tasks as required, including but not limited to preparing data reports and records, copying and filing documents, entering and retrieving computer data, receiving and responding to emails**
- **Willing to perform all other duties as assigned/requested by building administration**

Salary: According to the Schedule in the Master Agreement

Interested applicants, please submit your application on Applitrack