

INGHAM INTERMEDIATE SCHOOL DISTRICT

Position Announcement

Job Title:	Instructional Assistant, BioScience Careers		
Location:	Capital Area Career Center, Mason	Start Date:	August 21, 2017
Salary Range/ Level:	\$16.19 - \$21.57 per hour (commensurate with experience) OPEIU 2017-18 Salary Schedule	Terms of Employment:	38 weeks/year; 5 days/week; 7 hours/day
Date Posted:	Wednesday, June 28, 2017	Application Deadline:	Wednesday, July 12, 2017 @ 4:00 p.m.
Application Process:	<p>A COMPLETED ONLINE APPLICATION IS <u>REQUIRED</u>. (See application instructions at www.inghamisd.org under Programs and Services/Human Resources.)</p> <p>Resume and cover letter may be:</p> <ul style="list-style-type: none"> • Attached within the online application (preferred) • Faxed: (517) 676-4294 • Emailed: jobline@inghamisd.org • Mailed: Ingham ISD, Human Resources 2630 W Howell Road, Mason, MI 48854 		
Ingham Intermediate School District			
Mission		Vision	
Ingham ISD creates and enhances educational opportunities for all learners.		Ingham ISD will improve the community it serves by ensuring success of all learners.	
Job Description			
<p>Position Opportunity:</p> <p>Working under the direction of the BioScience Careers Instructor, assists in providing a comprehensive and high quality program of study which prepares students for a career, future learning, and leadership in the fields of Agriculture, Natural Resources, Food, and Biotechnology.</p> <p>Qualifications:</p> <ul style="list-style-type: none"> • High school diploma. • Two years recent successful work experience in bioscience career related work, and able to be annually authorized for career technical education preferred. • Experience working in a laboratory environment and have knowledge of basic laboratory skills. • Demonstrate verbal and written communication skills. 			

- Demonstrated problem solving and critical thinking skills.
- Demonstrated ability to use basic computer technologies and software packages, including word processing and email.
- Ability to work in a collaborative setting with multiple colleagues and partners.
- Effective planning and organization skills.
- Willingness to learn new skills that are useful in training students how to work in a laboratory setting.
- Willingness to multitask and flexible with time when necessary.
- Self-directed and ability to manage time effectively.

Preferred Skills:

- 1-3 years working in an educational environment with high school students.
- Agricultural, Natural Resources, Fisheries, Veterinary Technology, Aquaculture, and/or Greenhouse experience a plus.
- Experience or relevant course work in science education a plus.

Performance Responsibilities:

- Assists instructor as part of a teaching team in the classroom, laboratory and outdoor work spaces.
- Under the direction of the BioScience Careers Instructor, assists special needs students in attaining classroom success by providing extra supports, particularly those identified in their IEPs.
- Assists in reporting and evaluating student performance, behavior, and attendance.
- Assists in aspects of hoop-house or food production (in collaboration with the Culinary Arts)
- Assist with outside laboratory testing services, as necessary.
- Oversee and coordinates cleanup of classroom and laboratory each day.
- Assists in maintaining inventories, ordering supplies, and picking up items at local stores if unavailable from suppliers.
- Participate in program-specific and CACC-wide marketing and recruitment activities.
- Establish and maintain business partnerships for the purpose of providing work-based learning and continuous feedback for program improvements.
- Assist in coordinating placement of students in work based learning experiences and follow up on their progress.
- Help facilitate and coordinate field trip experiences and help to set up guest speakers for students.
- Assume other duties as assigned.
- Additional hours may be given for student competitions, student organizations, etc.

Working Conditions:

- Operate in a large fully-equipped laboratory with adjacent classroom and outdoor work spaces.
- Ability to manage students independently with teacher oversight.
- Ability to manage students in a greenhouse or in an outdoor learning environment.

Notice of Non-discrimination

It is the policy of Ingham Intermediate School District not to discriminate on the basis of race, color, national origin, gender/sex, age, disability, height, weight, marital status, or lack of English language speaking skills, in its programs, services or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Director of Human Resources, 2630 West Howell Road, Mason, MI, 48854. (517) 244-1289.