



POSITION VACANCY

DATE POSTED:	February 21, 2024
POSITION:	Instructional Assistant – Buffalo Campus
REPORTS TO:	Director – Buffalo Campus
STARTING DATE:	August 15, 2024
SALARY RANGE:	Per Salary Schedule
WORK YEAR:	191 days
QUALIFICATIONS:	High school graduate, Certification as required or eligible for proper licensure/certifications. Meet requirements as established by state law and the Board of Education. Pass criminal background checks as required by law.
RESPONSIBILITIES:	Assist academic and/or career-technical staff in working with high school students. Provide reader services, work with students in small groups and/or as individuals, monitor students in assigned locations. Other roles/duties as assigned.
APPLICATION DEADLINE:	March 6, 2024
APPLY TO:	Stephanie VanDusen, Executive Secretary – Central Office

**MID-EAST CAREER AND TECHNOLOGY CENTERS
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400 RICHARDS ROAD
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