



POSITION VACANCY

DATE POSTED:	April 30, 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. Monitor students in assigned locations, provide reader services, work with students in small groups and/or as individuals. Other roles/duties as assigned.
APPLICATION DEADLINE:	May 14, 2024
APPLY TO:	Stephanie VanDusen, Executive Secretary – Central Office

**MID-EAST CAREER AND TECHNOLOGY CENTERS
ADMINISTRATIVE CENTER
400 RICHARDS ROAD
ZANESVILLE, OH 43701
740-454-0105
740-454-0731 FAX**

The Mid-East Career and Technology Centers Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability, military status, ancestry, age, or genetic information, in its programs, activities or employment.