Hancock County Career Center
Instructional Assistant

Position: Instructional Assistant for HC3 Resource Department

Reports to: HC3 Director and Classroom Teachers

Hours: 8:15-3:45 with a 30-minute duty-free and unpaid lunch

JOB DESCRIPTION: The Instructional Assistant supports instructors and other school personnel in providing academic, behavioral, and supervisory support to students across the Career Center. This position plays an important role in promoting student success by assisting with classroom instruction, supervising students in lab and hands-on learning environments, reinforcing safety procedures, and helping ensure students use tools, equipment, and materials appropriately. The Instructional Assistant also helps maintain a safe, organized, and supportive learning environment while assisting students with Individualized Education Plans (IEPs) in receiving their required accommodations.

QUALIFICATIONS: High school diploma or equivalent required. Experience working with high school students or in an educational setting preferred. Ability to work collaboratively with teachers and staff. Patience, professionalism, and a commitment to student confidentiality.

JOB EXPECTATIONS:

Lab Supervision and Safety

- Supervise students during lab activities to promote a safe and productive learning environment.
- Monitor student use of tools, equipment, and materials to ensure proper operation and adherence to safety procedures, including PPE requirements.
- Reinforce lab rules, safe work practices, and appropriate student behavior.
- Assist instructors in maintaining a clean, organized, and safe lab environment.
- Promptly report safety concerns, equipment issues, or emergencies to the instructor or appropriate administrator.

Instructional Support

- Assist in the implementation of students' **Individualized Education Plans (IEPs)** under the direction of the teacher or special education staff
- Tutor individuals or small groups of students as directed by the classroom teacher or special education teacher
- Provide support in a variety of general education classroom settings
- Monitor and assist students during testing or assessments

Behavior and Supervision

- Supervise students in a calm, respectful, and supportive manner
- Implement behavior management techniques as directed by the teacher or outlined in a behavior intervention plan
- Ensure the safety and well-being of students at all times

Clerical and Classroom Support

- Provide clerical assistance, including preparing instructional materials, maintaining classroom records, and performing other tasks as assigned
- Assist with classroom organization and setup to support instruction and student engagement

Professional Responsibilities

- Maintain confidentiality regarding students and school operations
- Participate in orientation and professional development activities provided by the school and immediate supervisor
- Perform all other duties as assigned by the classroom teacher, special education teacher, or school administration

Work Environment:

- The Instructional Assistant will work primarily in classrooms and lab settings at the Career Center and may assist with supervision in other areas as needed.
- The role may involve physical activity, including walking, standing, or assisting students in hands-on learning environments.

Start Date: ASAP

Interested Applicants:
Please submit a resume, letter(s) of recommendation, and non-certified application