



Lebanon County Career and Technology Center Position Posting

Position Title: Instructional Aide

Location: Lebanon County Career and Technology Center

The Lebanon County Career and Technology Center (LCCTC) is now accepting applicants for the position of Instructional Aide. This is a 182-day position.

Instructional Aide

Position Description:

- Instructional aides provide support to students designated as special populations, and work directly with Career and Technical Teachers, Learning Facilitators, and the Special Populations Coordinator
- Student support provided may include but is not limited to: 1-1 work with students, small group work with students, assisting teachers with students and activities in the CTE Program classroom (push-in) and working with students in an alternate location within the building.
- The Instructional Aide will work under the direction of the Special Populations Coordinator and Learning Facilitators in a team setting to assist students with the goal of obtaining the required competency skills in their respective CTC programs.
- Assist with entering student data into the Student Information System
- Provide support to students as outlined in their IEP, 504, or other plan
- Foster and support the acquisition of independent skills as directed by supervisors and legal documents
- Be flexible, adaptable, able to accept direction, patient, and work cooperatively
- Excellent comprehensive benefits package provided.

Minimum Qualifications:

- High School Diploma required.
- Associates degree a plus.
- Career and Technical experience a plus.
- Additional training will be required as needed.

Application Process:

Interested applicants should submit a letter of interest, resume, application (available upon request), and three current letters of recommendation to:

Marilyn Lathrop, Assistant Director
Lebanon County Career and Technology Center
833 Metro Drive
Lebanon, PA 17042



or mlathrop@lcctc.edu
E.O.E.

All required clearances must be compliant with the Pennsylvania Department of Education's mandated criteria for hire: Act 34, Act 114, Act 151 Clearances, complete required trainings for Act 126 (mandatory reporting), and process disclosures for Act 168 and Act 24.

Application Deadline:

The position will remain open until the appropriate candidate is identified.

Website: www.lcctc.edu