



DATE POSTED: JANUARY 31, 2024
APPLICATION DEADLINE: OPEN UNTIL FILLED

VANGUARD-SENTINEL CAREER & TECHNOLOGY CENTERS POSITION NOTICE
(vacancy for the 2023-2024 school year)

POSITION: Aspire Instructional Aide

LOCATION: Vanguard Adult Workforce Development Center, Fremont
Aspire Locations in Ottawa, Sandusky, and Seneca Counties

MINIMUM QUALIFICATIONS: Possess a high school diploma or its equivalence. Positive background checks (BCI/FBI) and a valid Ohio Driver's license are mandatory. Excellent interpersonal, verbal, and written communication skills are desired traits. The ability to work with adult students in various settings and multi-task is essential. Proficiency in Microsoft Word, Excel, PowerPoint, internet, and email is required. Experience in education is preferred.

GENERAL DESCRIPTION: Aspire Aides provide various supportive services to the Vanguard-Sentinel Aspire Program. Aides deliver student orientation sessions monthly, provide instructional support to adult learners under the supervision of an instructor, maintain accurate records of student data, manage student files, and assess student progress according to program policy. Aides provide supportive services in-person and online to ensure student success. Additional responsibilities may include assisting with student registration, outreach, follow-up, and recruitment. Participating in professional development according to Ohio Aspire policy is required.

WORK WEEK/YEAR: Part-time, as needed.

SALARY: At the Board approved rate.

BENEFITS: School Employees Retirement System (SERS) pension.

STARTING DATE: 2023-2024 school year

APPLY TO: Emily Woodland, Aspire Coordinator
1306 Cedar Street, Fremont, Ohio 43420
ewoodland@vsctc.org
419-334-6901 ext. 2703
Submit a completed Non-Teaching Employment Application and resume.

*Title VI, VII (Civil Rights Act of 1974), Equal Pay Act of 1963, Title IX & Section 504 Regulations are followed.
According to ORC 3319.311 a criminal records check is required prior to employment.*