

# HEARTLAND TECHNICAL ACADEMY

## VACANCY FORM

### CLASSIFIED POSITION

**POSITION** Early Childhood Education Teaching Assistant

**SALARY** \$13.98 - \$17.32 per hour

**Full Time** 6 hrs/day **Part-Time** \_\_\_\_\_ **Number of Days Employed** 180

**CERTIFICATIONS**

- \* Minimum of 60 hours of college credit
- \* Hold or be eligible for teacher assistant certificate

**QUALIFICATIONS** Must be competent in the following areas:

- \* Basic computer skills
- \* Classroom management strategies for high school students
- \* General clerical and organizational tasks

**RESPONSIBILITIES**

- \* Assist teacher with instructional and lab materials
- \* Assist teacher in carrying out programs and lessons
- \* Help observe and monitor high school students
- \* Create a positive and safe learning environment
- \* Assist individual students or small groups in activities
- \* Assist in grading/assessing student performance
- \* Assist with inventory and ordering supplies
- \* Help maintain accurate electronic class/lab records

**Job Posting Date** 8/15/2011 **Application Deadline** 8/22/2011 **Start Date** 8/29/2011

**PLEASE COMPLETE THE APPLICATION. EMAIL APPLICATION AND RESUME TO [jferriell@tech-academy.org](mailto:jferriell@tech-academy.org) OR MAIL TO HEARTLAND TECHNICAL ACADEMY, ATTENTION: JODI FERRIELL, ONE COLLEGE PARK, DECATUR, IL 62521**