

POSITION DESCRIPTION



JOB TITLE: CTE Lab Assistant

DATE: 2026-2027 (Academic Year)

DEPARTMENT: Career & Technical Education

PAY RANGE: \$23.00 - \$25.00 per hour

FLSA Status: Non Exempt, hourly

REPORTS TO: Director of CTE

JOB SUMMARY:

The CTE lab assistant is responsible for supporting students and program instructors within the labs at the technical center by performing a variety of supportive activities within a diverse population of students. The CTE career cluster assignment will be determined by the director and/or assistant director, based upon the needs of the CTE.

MAJOR RESPONSIBILITIES AND ACTIVITIES:

- Assumes the role of Career & Tech. Instructor when the regular instructor is not available.
- Mentors students within the CTE Career programs offered at the St. Johnsbury Academy.
- Works with individual, small and/or large groups of students to reinforce instruction and support student learning.
- Supports program instructors in curriculum development, differentiated learning delivery, and other clerical duties as assigned.
- Implement curriculum materials under the supervision of a program instructor.
- Assists with general classroom behavior management procedures.
- Documents for student progress/performance.
- Assists with supervision of students during emergency drills/situations, assemblies and field trips.
- Utilizes appropriate building systems for communicating questions and/or concerns.
- Reports all student safety issues to the program instructor or immediate supervisor.
- Adheres to all aspects of confidentiality in dealing with student, school, and/or district matters.

REQUIRED SKILLS AND ABILITIES:

- Demonstrated ability to mentor, coach, motivate, and serve as a positive role model for students, with enthusiasm for preparing students for careers in the trades and technical professions.
- Strong interpersonal, verbal, written, and active-listening communication skills, with the ability to communicate respectfully and effectively with students, families, faculty, staff, community members, regulatory agencies, and business/industry partners.
- Ability to establish and maintain positive, professional working relationships with students, colleagues, and community and industry partners.

- Knowledge of relevant career and technical subject matter, along with appropriate instructional techniques, teaching methodologies, assessment practices, and differentiation strategies.
- Ability to support engaging, student-centered learning environments that address differing student abilities, learning styles, and instructional needs.
- Strong organizational and time-management skills, including the ability to prioritize and manage multiple tasks, projects, assignments, and responsibilities.
- Ability to work effectively both independently and collaboratively as part of an instructional or school team.
- Ability to adapt to changing priorities, instructional circumstances, and individual student needs while maintaining a positive and professional approach.
- Demonstrated ability to manage conflict, stressful situations, inquiries, and complaints calmly, respectfully, rationally, and safely.
- Proficiency with computers and common workplace technology, including Microsoft Office applications, email, and standard office equipment.

EDUCATION/EXPERIENCE:

- Bachelor's Degree or comparable experience preferred.
- Must possess Type I Vermont School Bus endorsement or be willing to obtain this endorsement.
- Experience working with high school age students is preferred.
- Experience and ability to work with tools appropriate to the field that is being taught.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to use shop and carpentry tools, telephone, computer, tablet or other learning device; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom or office levels, and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, and on the telephone; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, stoop, sit on the floor, climb stairs, walk and reach overhead.

WORKING ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties are normally performed in a school CTE shop or classroom. The CTE instructor may occasionally work in outside weather conditions and be exposed to wet and/or humid conditions, temperature fluctuations, fumes or airborne particles, chemicals commonly used in instruction and /or cleaning. It may be expected that the

individual could be exposed to blood or other potentially infectious materials during the course of their duties. The teacher may be exposed to infectious disease as carried by students. Proper training in safety and personal protective equipment will be provided by the school.

The noise level in the work environment is moderate to loud on occasion.

BACKGROUND CHECK AND FINGERPRINTING

The Academy conducts criminal record checks on all candidates. We reserve the right to investigate fully any criminal or motor vehicle offense prior to consideration for employment. Job offer is contingent upon satisfactory maintenance or completion of our background and Child Abuse Registry reporting, and acceptance of our Sexual Harassment Policy.

I acknowledge that I have read and understand the above position description in its entirety, and I am capable of performing all of the stated requirements and essential functions as outlined. If I have any questions about the duties and responsibilities that I am asked to perform, I should discuss them with my immediate Manager, Department Chair or Human Resources Director.

I have discussed any questions that I may have had about this position description prior to signing this form.

Employee Signature

Date