



CAVIAT Central Campus-Flagstaff

Vet Assistant Instructor

SY 2017/18

Salary: \$30/hour (No Benefits)

Location: CAVIAT Central Campus, Flagstaff, AZ

First Screening: Open Until Filled

Terms of Employment:

hours vary based on scheduling, instructional days (Mon-Thursday)

Employment contingent upon enrollment

Duration of employment: August, 2017 – May, 2018

Summary: Under general direction, incumbent develops lesson plans and activities, instructs students, maintains discipline, and evaluates student's developments. In addition, incumbent assists with the scheduling of field trips, work-based learning placements, as well as working cooperatively with CAVIAT staff and local business leaders.

Essential duties:

- Teach State-approved curriculum
- Instruct students by lecturing, demonstrating, and using audiovisual aids and other materials to complement lesson plans
- Design a variety of activities to engage students in active learning
- Develop written lesson plans and activities by using a variety of instructional materials and techniques and to meet the needs of the students
- Establish high expectations for student performance and provide motivation, management, instruction, guidance, and support to assist students to meet those expectations.
- Direct and evaluate the learning experience of the students in both curricular and extra-curricular activities
- Plan and organize instruction to best meet the needs of each individual student
- Manage the classroom to create optimal learning conditions
- Provide guidance to students which will promote their welfare and proper educational development
- Provide leadership to students by modeling good citizenship and a positive attitude toward learning
- Assess and report student progress in a timely manner
- Maintain a professional relationship with parents and the community
- Participate in professional development activities

- Supervise students in and out of the classroom while on duty
- Initiate and maintain communication and a good working relationship with colleagues, students and parents
- Attend meetings and serve on committees as requested
- Have thorough knowledge of CAVIAT JTED policies that pertain to instruction and student discipline
- Perform other such duties as assigned

Minimum Qualifications:

- Career and Technical Education Health Careers Certificate through the Arizona Department of Education
- Fingerprint clearance card

Preferred Qualifications:

- Three years practicing in the field of medical-related field (or equivalent) and/or teaching experience to include career/technical/occupational/vocational education in a certified secondary program is preferred.
- Thorough knowledge and application of secondary curriculum and instruction in career/technical/occupational/vocational education, vocational work and apprenticeship program is preferred.

Application Process: Submit your application, cover letter, resume, two reference letters, and a copy of all current certificate(s) applicable to the position via mail, e-mail, or fax to the CAVIAT Superintendent, Brent Neilson, at the CAVIAT District Office before the screening date listed on the job description.

CAVIAT Central Campus-Flagstaff

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The CAVIAT JTED is committed to a policy of nondiscrimination in relation to race, color, religion, gender, age, national origin, language of origin, disability, sexual orientation, gender identity or expression, or marital status. Unless expressly superseded by controlling federal or state statutes, regulations or court decisions, this policy will prevail in all matters concerning staff members, students, the public, educational programs and services and individuals with whom the Governing Board does business.