



Knox Technical Center
Adult Education at Knox County Career Center
308 Martinsburg Road
Mount Vernon, Ohio 43050



Knox County Career Center Schools is a public school district located in Mount Vernon, Ohio, that serves preschool students, over 600 high school students in 19 career technical programs at Knox County Career Center, and adult students in 13 career technical programs through Knox Technical Center. Our educational environment is committed to preparing students for success.

Knox Technical Center is looking for a:

Position Title: Certified Administrative Assistant (CAA) Program Instructor
(Part-time) for Knox Technical Center *(Multiple positions may be available.)*
Reports To: Program Coordinator
Starting Date: December 2022 **Application Deadline:** Until Filled
Compensation: Based on education and experience (part-time does not include benefits)

Acceptable Education, Training, and Experience:

- A minimum of five (5) years' experience in a related field preferred
- Training or teaching experience preferred
- Proficient in Microsoft Office Suite
- Other combinations of experience and education that meet the minimum requirements may be substituted
- Satisfactory FBI and BCI background check, drug screen, and reference checking

Description: Part-time Certified Administrative Assistant Instructor(s). Classes meet Tuesday through Thursday 5 pm - 9:00 pm. (5 months). Instructor(s) are needed for this schedule. This is a part-time position and does not include benefits.

Essential Functions Include:

1. Delivers lesson plans
2. Reinforces learning
3. Evaluates learning
4. Records learner progress
5. Serves as role model
6. Fosters professional relationship with learners
7. Participates in the development of the educational program
8. Maintains knowledge of instructional technologies
9. Maintains organized, safe, and clean work environment

Please Apply To: Send Resume and Application (see link below) to:
Kim Williams, Director
c/o: Karrin Sherer
Knox Technical Center; 308 Martinsburg Road, Mount Vernon, OH 43050
Email: ksherer@knoxcc.org FAX: (740) 397-1659

Application:

https://www.knoxtechnicalcenter.com/uploads/6/0/2/8/60282273/application_for_employment_kccc-ktc.1_fillablea_1.pdf

The Knox County Career Center Schools are committed to the equal opportunity for all personnel regardless of race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, military status, disability, or sexual orientation