



ARTS, AUDIO VISUAL AND BUSINESS AIDE – LONG-TERM SUBSTITUTE

Are you an experienced trade professional looking to share your knowledge and passion with high school students?

Description

Eastern Center for Arts and Technology is seeking an **Arts, Audio Visual and Business Aide - Long-Term Substitute** who will provide support with activities with individuals or small groups, students with IEPs, elicit appropriate student behavior, follow instructor designed plans in a consistent manner, and complete time and effort logs. The Vocational Aide will assist the program instructor in developing daily and weekly schedules, provide class coverage in emergency situations, and assist in a variety of non-instructional areas, such as inventory, ordering, receiving, and reproduction of class materials. Excellent technical skills in areas of **Commercial photography, or design and/or accounting and business.**

Requirements

Education:

High School Diploma required; Technical School or Community College preferred. Excellent occupational skills.

Experience/Qualifications:

- 4 years of related industry experience
- Experience in commercial photography and design
- Teaching experience helpful
- Communicate effectively with others
- Implement learning activities
- Follow lesson plans consistently
- Monitor/record student performance
- Computer skills desirable
- Background clearances per PA School Code

Salary/Benefits/Terms:

- \$26.51 per hour
- Excellent Benefits including Healthcare and Retirement
- Classified Staff Agreement
- August 2022 – December 2022 / 7 hours per day
- 7:30am – 3:00pm Monday to Friday based on Academic Calendar

To Apply: Submit letter of interest and resume to Human Resources Coordinator, Eastern Center for Arts and Technology, 3075 Terwood Road, Willow Grove, PA 19090; fax to 215.784.4801 or email to hr@eastech.org. Submission deadline until position filled.

It is the policy of the Eastern Center for Arts and Technology not to discriminate on the basis of race, sex, color, religion, age, disability, sexual orientation or national origin in its career and technical programs, activities or employment as required by Title VI, IX, Section 504, and the Americans With Disabilities Act. EASTERN provides equal access to the Boy Scouts and other designated youth groups. EASTERN will take steps to assure that lack of English language skills will not be a barrier to admission and participation in its career and technical programs. Further assurance is given that services, activities and facilities are acceptable to and usable by persons with handicaps. The following person has been designated to handle inquiries regarding the non-discrimination policies: Equity Coordinator, 3075 Terwood Road, Willow Grove, PA 19090. 215-784-4800.