



**Human Resources & Legal Services**

6700 Browns Lake Road

Jackson, MI 49201

517-768-5200

P L E A S E   P O S T

**INSTRUCTIONAL ASSISTANT  
CONSTRUCTION TRADES**

**Date Posted:** September 30, 2025  
**Closing Date:** October 14, 2025 or Until Filled  
**Anticipated Start Date:** As soon as possible  
**Department:** Career & Technical Education  
**Reports to:** Principal

**Summary:** Assist the instructor in general classroom operations; supervise student work crews, and various other related duties assigned by the instructor and/or administration. Non-instructional duties include but are not limited to assisting with the development of materials, clerical work, correcting papers, maintenance of equipment, disciplinary activities, and other duties as assigned.

**Essential Duties and Responsibilities:** Work is performed under the general supervision of administration and direction of the program Instructor. An employee in this position aids in the delivery of classroom, clinical and laboratory instruction, and may be called upon to do any or all of the following: (Does not include all tasks employee may be expected to perform.)

1. Under the direction of the Instructor, prepare for the delivery of daily instruction by gathering and/or copying materials and checking and/or arranging equipment to be used, and/or preparing materials for specialized instructional units.
2. Provide support to students by reinforcing the Instructor's initial instruction, assisting individuals, small groups, or the entire class to enhance understanding and engagement with the presented material. Offer additional guidance on reading and interpreting blueprints, as well as the proper use and operation of construction tools and machinery.
3. Repeat initial instruction given by the Instructor to the students, for those who were absent from the original presentation.
4. Assist the Instructor in preparation and implementation of program curriculum daily instructional activities, by using a variety of strategies including (but not limited to) overseeing student groups or individuals, making arrangements and overseeing students in the clinical setting, proctoring examinations, and monitoring students involved in desk-bound study and learning activities assigned by the instructor.
5. Maintain and enforce Career Center and program standards of behavior. Refer violators of classroom behavior standards to the Instructor. Refer violators of Career Center behavior standards to appropriate administrators for discipline.
6. Utilize counselor, with approval of program Instructor, as a resource when working with a student in bringing about desired behavior changes.
7. Effectively collaborate with instructor on program goals, needs and instructional strategies for student success.
8. Record grades in record books and/or other Instructor developed record keeping systems.

9. Record student daily attendance.
10. Confer with Instructor on observed student skills and activities in completing competency profiles.
11. Score daily work and Instructor developed tests using Instructor provided keys and/or standards.
12. Confer with Instructor on supplies and equipment to be requisitioned for their program.
13. Monitor students and record daily receipts and customer bills.
14. Follow and enforce all policies and procedures in support of a safe work environment for students and staff.
15. Report accidents, unsafe conditions or hazards to I instructor and/or administrator.
16. Maintain and care for tools, equipment, laboratories and clinic in a manner that meets industry standards. Notifies Instructor of the need for outside maintenance. Advises Instructor when inventory needs to be replenished.
17. Aid Instructor in major overhaul of machinery and equipment.
18. Work with Instructor in completing inventory.
19. Assume role of Instructor when required as directed.
20. Serve as advisory committee member and positive public relations advocate for the Career Center.
21. Attend open houses, conferences and participate in other school sponsored activities, as required
22. Regular and predictable in-person attendance is required.
23. May be required to transport self in a personal vehicle and/or students in a school bus
24. Other duties assigned by the Principal or designee

**Supervisory Responsibilities:** Supervises students.

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**Education And/Or Experience:** Minimum of a high school diploma or equivalent. Minimum two years (4,000 hours) of recent and relevant paid work experience in a construction-related field (including but not limited to carpentry, electrical, plumbing or HVAC) within the last ten years is required when hired and throughout period of employment in this position. **Evidence must be included with the application.** Applicants with an associate's degree will be given preference. Preference may be given to applicants with the following successful experience:

- Assisting in general construction projects and supervision may be given preference over candidates with experience limited to a specialty area.
- Working with youth.
- Working with special needs students (students with learning disabilities).

**Certificates, Licenses, Registrations:** Candidates with a Residential Builders license may be given preference. The ISD will submit for an Annual Authorization permit for the employee to substitute teach in the program upon employment. To drive in the course of employment employee must have a valid Michigan driver's license and good driving record (maximum of 6 points) throughout employment. May be required to obtain and maintain certification as a School Bus Driver upon employment.

**Language Skills:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to communicate clearly and concisely, both orally and in writing. Ability to effectively present information in one-on-one and small group situations to staff, parents, students and administrators.

**Mathematical Skills:** Ability to add subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percentage and to draw and interpret bar graphs.

**Reasoning Ability:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Other Skills And Abilities:** Ability to relate to and work with students of various skills and academic levels. Familiar with the operation and maintenance of equipment and tools related to the construction field. Must be able to interact favorably and maintain effective working relationships with students, parents, staff and general public. Ability to maintain composure under stressful conditions. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to use a computer to assist with duties, demonstrate career-related functions, send and receive e-mail. Ability to use machines and/or tools used in the applicable career field.

**Physical Demands:** 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 the essential functions.

While performing the duties of this job, the employee is regularly required to walk, sit, stand, and occasionally twist, bend, stoop, climb and kneel. The employee is occasionally required to lift and/or move up to 75 pounds. The employee is regularly required to speak, hear, reach with hands and arms and repeat the same hand, arm or finger motion many times as in typing. Specific vision abilities required by this job include close vision, color vision, depth perception, peripheral vision, and the ability to adjust focus. The employee may be required to drive a personal vehicle and/or school bus to off-site work locations.

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

The noise level in the work environment is usually moderate to loud and is acceptable to this environment. While performing the duties of this job, the employee will work with hazardous chemicals and industrial equipment related to the construction industry. The work is typically performed indoors, but portions are performed outdoors.

**Pre-employment Screening:** Applicants who receive a conditional offer of employment for a position with JCISD will be required to successfully complete a background check, a pre-employment physical to determine ability to perform the desired position (with or without reasonable accommodation) and a drug test.

**Employment Date, Salary, and Fringe Benefits:** The anticipated employment date is as soon as possible. Anticipated hourly pay depends upon qualifications and experience. The hourly pay is \$20.22-\$30.25. Health insurance package and paid sick leave are among the benefits for this position.

**To Apply:** Interested parties should go to our website, <https://jcisd.workbrightats.com> to complete an online application.

**APPLICATIONS ACCEPTED UNTIL OCTOBER 14, 2025 OR UNTIL FILLED**

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

The Superintendent shall appoint and publicize the name of the compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial of equal access. The Compliance Officer(s) shall also verify that proper notice on nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act is provided to staff members and the general public.

The Jackson County Intermediate School District is an educational service agency that works in partnership with local public and charter schools, and the local community. We are committed to the success of all students by providing educational leadership, services, programs, and resources.

Our work and organizational goals are driven by Four Guiding Principles:

***Instruction ~ Quality, Creativity and Relevance***

***Leadership ~ Envisioning, Engaging and Executing***

***Service ~ Listening, Caring and then Serving***

***Community ~ Collaboration and Partnerships***

Consistent with our purposes and guiding principles, the JCISD is actively pursuing diversity, equity and inclusion in our employment practices. We encourage applicants who may not have a specific listed qualification, but who believe they have the needed knowledge, skills and abilities to perform the essential functions of a position, to apply and to highlight how their education, experience and/or other abilities make them qualified to perform the essential functions of a position, to apply and to highlight how their education, experience and/or other abilities make them qualified to perform the essential functions of the posted position.