

## **Entry-Level Teaching Assistant Job Posting**

### **Job Description:**

We are seeking a passionate and motivated Entry-Level Teaching Assistant to support our educational and training programs. This is an excellent opportunity for individuals interested in starting a career in education, workforce training, or instructional support. No prior teaching experience is required—just a strong desire to help others learn and grow!

### **Responsibilities:**

- Assist lead instructors or trainers with lesson planning and instructional activities.
- Provide support to students or trainees during learning sessions.
- Prepare and organize educational materials, resources, and classroom setups.
- Monitor and assist with student engagement and participation.
- Maintain accurate records of attendance and progress.
- Help create a positive and inclusive learning environment.
- Support administrative tasks related to training programs as needed.

### **Requirements:**

- Pursuing a high school diploma and enrolled in a related CTE program.
- Strong communication and interpersonal skills.
- Willingness to learn and follow instructional methods.
- Patience and enthusiasm for working with learners of different backgrounds.
- Basic computer skills and familiarity with learning technology are a plus.
- Previous experience in tutoring, coaching, or mentoring is beneficial but not required.

### **Benefits:**

- On-the-job training and professional development opportunities.
- Competitive pay with potential for salary growth.
- Health, dental, and vision insurance (if applicable).
- Paid time off and holidays.
- Support in obtaining teaching or training certifications.

If you're passionate about education and want to make a difference, apply today!