



ANNOUNCEMENT OF VACANCY

03.2025

Lab Assistant: Automotive

The Lab Assistant will assist the Automotive Instructors and aid program students learning skills throughout the school. This position is a 10-month (188-day) position and shall be responsible for all duties assigned by the Supervisor of Special Education.

STARTING DATE: Immediately

SALARY & BENEFITS:

Salary ranges from \$17,806 to \$21,363 (based on education and work experience). Benefits include employee health insurance, term life insurance, long term disability insurance and PSERS retirement.

GRADE LEVELS: 10, 11, AND 12

EDUCATION REQUIREMENTS/RESPONSIBILITIES/QUALIFICATIONS:

- See attached Job Description.
- Associate or bachelor's degree, or 48 college credits in a related field, preferred.
- Good hands-on proficiency with Google Applications.
- Good analytical, technical, and computer skills.
- Good verbal and written communication skills.
- Ability to work well with other staff.
- Knowledge of student management and instructional strategies.
- Demonstrated desire to work with automotive students.
- Pre-Employment Drug Screening and Criminal Background checks performed upon hire (current Act 24, 34, 114, and 151 clearances (dated within one (1) year) and Act 168 Disclosure Releases will be accepted).

DEADLINE FOR APPLICATION: Screening will begin immediately and will continue until the position is filled.

APPLICATION PROCEDURE:

Obtain standard application and submit along with resume and letter of interest to: Director, Career Technology Center of Lackawanna County H.J. Dende Campus, 3201 Rockwell Avenue, Scranton, Pennsylvania 18508-1491; Phone: (570) 346-8471 Ext. 103 or Email: tcerep@ctclc.edu

EQUITY STATEMENT

The Career Technology Center of Lackawanna County will not discriminate in their educational programs, activities or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry, or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI, of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the Pennsylvania Human Relations Act. Information relative to special accommodation, grievance procedure, and the designated responsible official for compliance with Title VI, Title IX, and Section 504 may be obtained by contacting the Career Technology Center of Lackawanna County, Henry J. Dende Campus, 3201 Rockwell Avenue, Scranton, Pennsylvania by calling (570) 346-8471.