



Upper Bucks County Technical School

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3115 Ridge Road • Perkasio, Pennsylvania 18944 • Phone: (215) 795-2911 • FAX: (215) 795-0530 • www.ubtech.org

JOB OPPORTUNITY

LOCATION: Upper Bucks County Technical School, Perkasio, PA

POSITION: **INSTRUCTIONAL FACILITATORS - POSITIONS**

Upper Bucks County Technical School (UBCTS) is currently seeking applications for the position of Instructional Facilitator(s). This is a unique opportunity to join a dynamic, student-centered team. Learning community committed to excellence in career and technical education.

POSITION REQUIREMENTS: Assist Career & Technical Education (CTE) teachers as needed with delivering CTE curriculum and supervising students in work-like environments. A working knowledge of the safety and operation of all tools, machines, and equipment related to the respective program(s) is required, or the basic skills to quickly acquire that knowledge with minimal training. Experience in one of our shop areas is a plus, but not necessary. Candidates must have a high school diploma or equivalent; an associate's degree is preferred. Experience working with students with special needs is also a plus. Spanish-speaking ability or experience working with ELL students is a plus. Professional development is an ongoing requirement of this position and will be provided by UBCTS.

RESPONSIBILITIES: Instructional Facilitators are paraprofessionals who work under the general supervision of the administrative team. They provide the support needed to extend the instructional environment beyond the traditional classroom safely. Experienced Instructional Assistants may be given opportunities to serve as substitute teachers in relevant program areas if they qualify for a day-to-day substitute teacher permit, as outlined in PDE's guidelines. They reinforce academic, technical, and employability skills. They also support students with special needs by following the provisions outlined in their IEPs or 504 plans.

TERMS OF EMPLOYMENT: Part-time position for 28.75 hours/week. No Benefits.

DAYS: Monday through Friday (when school is in session or held remotely)

SEND RESUME TO: Interested applicants, please submit a letter of interest, application, resume, Act 34, Act 151, and Act 114 clearances, and other pertinent information to:

Upper Bucks County Technical School
Attn: Tracy Kram
3115 Ridge Road
Perkasio, PA 18944

Fax: 215-795-0274

E-mail: tkram@ubtech.org

*If hired, Act 34, Act 151, and Act 114 clearances are required before starting. *

Applications will be reviewed **on a rolling and ongoing basis**. Interested candidates are encouraged to apply promptly. Positions are open until filled.

EOE

The Upper Bucks County Technical School is an equal opportunity educational institution.

Posted: August 6, 2025 TK