

TEACHER – CAREER TECHNICAL EDUCATION

JOB SUMMARY

Under the direction of the assigned supervisor, develop, plan and teach classes within the designated Career Pathway. The class will follow the California State Career Technical Education (CTE) standards and provide students with relevant academic and technical instruction within the pathway industry. Classes may include appropriate work-based learning experiences for students, such as internships or industry-based projects and certifications. The selected candidate will develop relationships with local business partners in order to secure these opportunities for students.

QUALIFICATIONS

Required:

1. A valid California teaching credential that authorizes instruction for Career Technical Education classes.
2. A demonstrated ability to communicate effectively orally and in writing.
3. A valid California driver's license.

Desirable:

1. Experience working with the business community and developing positive contacts.
2. Experience and/or training in the guidance of at-risk youth.
3. Knowledge and experience in design and implementation of behavior modification techniques.
4. Experience teaching in within a school setting.
5. Knowledge of a wide variety of career and vocational skills.
6. Knowledge of basic academic development.
7. Established pattern of professional growth.

KNOWLEDGE AND ABILITY

1. Knowledge of the designated Career Pathway in sufficient depth and breadth to develop and implement instructional programs including internships, utilizing local agencies and the local businesses.
2. Knowledge of principles, theories, practices, methods and techniques used in curriculum development and classroom instruction.
3. Knowledge of modern teaching methods and techniques.
4. Ability to manage and prioritize multiple activities.
5. Ability to communicate effectively verbally and in writing sufficient to express ideas, thoughts, lesson material and instructions clearly to students, community and staff.
6. Ability to collaborate effectively on inter- and intra-agency levels.
7. Ability to assess individual needs, establish realistic and appropriate goals and objectives, and design and implement a program for each student.
8. Ability to plan and conduct a system of continuous evaluation of each student's progress.
9. Ability to establish and maintain communication between Community School, Juvenile Court School and home school.
10. Ability to maintain suitable classroom control.
11. Ability to maintain suitable learning environment including appropriate planning and organization of classroom, and provides appropriate materials.
12. Ability to keep accurate class records and submit reports in a timely manner.
13. Ability to direct and evaluate aides and volunteers.
14. Ability to drive a car.

ESSENTIAL FUNCTIONS of this position are, but not limited to, the following:

1. Develop and maintain a course outline to provide group and individualized instruction and to relate to student individualized training plans.
2. Drive to various locations to participate in the design, implantation and evaluation of coursework, training, internships and work experience programs.
3. Assess individual needs of each student.
4. Establish realistic and appropriate goals and objectives for each student.
5. Design and implement a program for each student.
6. Assess student progress; correct papers and assign grades; evaluate student skills and competencies through testing and observation; advise parents and students of student progress.
7. Develop and maintain positive contacts with employers to assist in placement opportunities for qualified students.
8. Work with industry representatives, administrators, community members, and others regarding the current needs of the students and the program.
9. Work with an awareness of safety and teach constant awareness of safe work habits.
10. Participate in workshops, trainings, and other professional development opportunities to stay current with educational and industry standards.
11. Plan and participate in field trips related to industry work.
12. Establish and maintain communication between Community School, Juvenile Court School and home school.
13. Maintain suitable classroom control.
14. Maintain suitable learning environment including appropriate planning and organization of classroom.
15. Provide appropriate materials for students.
16. Consult with appropriate support personnel.
17. Keep accurate class records.
18. Submit necessary reports in a timely manner.
19. Provide adequate information for substitutes.
20. Direct and evaluate aides, volunteers and substitutes.
21. Develop and implement reasonable personal goals and objectives.
22. Drive a car.

PHYSICAL REQUIREMENTS for this position are, but not limited to, the following:

1. Facility to sit at a desk, conference table or in meeting rooms of various configurations for extended periods of time.
2. Facility and stamina to sit and stand alternately for up to 7 1/2 hours.
3. Physical strength and emotional stamina sufficient to maintain control of behaviorally disordered students.
4. Facility to see and read lessons, books, rules, policies and other printed matter, with or without vision aids.
5. Facility to hear and understand speech at normal room levels, on the playground, and to hear and understand speech on the telephone with or without hearing aids.
6. Manual dexterity to operate a telephone, and operate audio-visual and other classroom equipment and teaching aids using both hands.
7. Facility to speak in audible tones so that others may understand clearly in normal conversations, on the playground, in training sessions and other meetings.
8. Physical agility to lift 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to walk on uneven terrain, to climb stairs, and to reach overhead.
9. Facility to drive a car.

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

Teacher Salary Schedule
Adopted: 4/12/16
Revised: