

# Oxford SCHOOL DISTRICT



<b>Job Description:</b>	OHS Pathways Teacher	<b>FLSA Status:</b>	Exempt
<b>Department:</b>	Career and Technical Education	<b>Code:</b>	
<b>Location:</b>	Oxford High School	<b>Reports to:</b>	CTE Director
<b>Position Type:</b>	Full time	<b>Version:</b>	

**Description of Position:** The teacher is responsible for imparting knowledge and skills to high school students around the nationally recognized career clusters and career pathways. The candidate should have a strong background in education and a deep knowledge of career pathways. The candidate will utilize research-based theories and strategies to teach, organize and implement structured lessons for students. Work is performed under the supervision of the principal and CTE Director.

### Essential Duties and Responsibilities

- Create engaging lessons related to the 16 nationally recognized career clusters.
- Utilize physical and virtual resources to expand students' knowledge and understanding of career pathways and the educational requirements for those pathways.
- Make industry connections promoting service learning, cooperative education, and work-based learning opportunities for the students.
- Support students in their academic and CTE coursework.
- Provide support and leadership in ensuring non-traditional and high-risk students are able to access CTE programming.
- Work with CTE director to develop plans to strengthen the CTE program at all grade-levels.
- Coordinate and deliver access to online college and career planning tools to assist students in career discovery and pathway development.
- Recognizing and responding appropriately to individual differences in students.
- Develops lesson plans and plans lessons in a logical sequence.
- Collaborating with other educators to create the most complete educational environment possible for students.
- Participating in Professional Learning Communities (PLC).
- Administering group standardized tests as required.
- Using a variety of assessment techniques and/or models to evaluate student performance.
- Utilizing technology and the devices as a tool in the teaching and learning process.
- Providing an environment that is safe, orderly, hazard-free, and conducive to learning.
- Consistently implementing approved disciplinary actions to allow for effective instruction and classroom management.
- Relating to parents and other community members in a positive and helpful manner.
- Participating in school and district professional development in order to support school improvement and

# Oxford SCHOOL DISTRICT



support student learning.

- Attending staff meetings and serve on committees as required.
- Enforcing rules and regulations as stated in the teacher and student handbook.
- Adhering to policies and procedures established by district, state, and federal guidelines.
- Maintaining accurate and complete records.
- Performing other duties as assigned.

**Qualifications and Education Requirements**

- Applicant must hold at a minimum a valid Class A MS teaching license prior to contract being issued.
- Applicant must be able to obtain a 916 Keystone endorsement upon employment.

**Preferred Skills**

- Works effectively in groups and becomes a team player.
- Knowledge of current instructional software programs used in business education curriculum frameworks and ability to work with new software.
- Engages and motivates students to do their best.
- Possesses adequate knowledge of their content area(s).
- Has the basic understanding of technology.
- Communicates with staff, students, parents and community effectively.
- Takes the initiative to be a continuous learner.

All employees hired by the school district must pass a criminal background and child abuse registry check

Reviewed By:	Dr. Steven Hurdle	Date:	2/29/2020
Approved By:	Brian D. Harvey	Date:	3/1/2020
Last Updated By:	3/1/2020	Date/Time:	8:36 p.m.

**Employee Statement of Understanding**

I have read and understand the job description for my position. I am able to perform all the essential functions of this position. I agree to comply with the Oxford School District policies and all laws , rules, regulations, and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or the laws ore the standards to my immediate supervisor. As an employee, I will strive to uphold the mission and vision of the Oxford School District. All employees are to adhere to the values and ethical standards of the Mississippi Educator Code of Ethics.

\_\_\_\_\_

*Oxford*  
SCHOOL DISTRICT



(Signature)

(Date)

Oxford School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion, sex, age disability or veteran status in its programs and activities.