

Oxford SCHOOL DISTRICT



Job Description:	Student Services Teacher	FLSA Status:	Exempt
Department:	Career and Technical Education	Code:	
Location:	Oxford High School	Reports to:	CTE Director
Position Type:	Full time	Version:	

Description of Position: The teacher is responsible for assisting Career and Technical Education (CTE) students in their CTE coursework and in their academic efforts. The candidate should have a demonstrated track record of instructional skill and strong relational capacity. 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

- Apply knowledge and skills related to ensuring access and support for all students to pursue a full course of study including academic and career and technical education.
- Lead students to the acquisition of industry recognized certifications in their CTE course.
- Make industry connections promoting service learning, cooperative education, and work-based learning opportunities for the students.
- Support CTE 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.
- 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 support student learning.
- Attending staff meetings and serve on committees as required.

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- 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

- Must hold a Class A teacher license and be able to obtain a 309 Special Populations Endorsement.
- 309 is an add-on endorsement and requires a minimum of the following endorsements
- 116,152,119,120,154,174,177,206,207,or 221

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:	8:34 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.

(Signature)

(Date)

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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.