

# Career and Technical Education Teacher

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**Job Title:** Career and Technical Education Teacher **Exemption Status/Test:** Exempt/Professional  
**Reports to:** Principal **Date Revised:** 10/26/2015  
**Dept./School:** Assigned Campus **Pay Grade:** Teacher Scale **Calendar Days:** varies  
**Appointed By:** The Superintendent of Schools for a term of one year and the contract will be considered for recommendation by the Board of Trustees at the regular April/May meeting each year

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## Primary Purpose:

Provide students with appropriate learning activities and experiences in the core academic subject area assigned to help them fulfill their potential for intellectual, emotional, physical, and social growth.  
Enable students to develop competencies and skills to function successfully in society.

## Qualifications:

### Education/Certification/Experience:

High School Diploma or GED with five years of full time wage-earning experience in the area of certification OR  
Bachelor's or Associate's Degree with three years of full time wage-earning experience in the area of certification  
Experience must be within the past eight years, utilizing a licensure, certification, or registration  
Meet the requirements of the Aldine ISD District of Innovation CTE Teaching Permit Certification Program or hold a Valid Texas career and technical education certificate with required license, endorsements, and training for subject and level assigned or, if approved, enrolled in certification program  
Demonstrated competency in the career and technical education subject area assigned

### Special Knowledge/Skills:

Knowledge of the career and technical education subject assigned, and its industry  
General knowledge of curriculum and instruction  
Ability to instruct students and manage their behavior  
Ability to oversee student field experiences in career area assigned  
Ability to work collaboratively with colleagues  
Ability to use technology as an instructional, curriculum, and student management tool  
Strong organizational, communication, and interpersonal skills

## Major Responsibilities and Duties:

### Instructional Strategies

1. Develop and implement lesson plans that fulfill the requirements of district's curriculum program and show written evidence of preparation as required. Prepare lessons that reflect accommodations for differences in individual student differences.
2. Plan and use appropriate instructional and learning strategies, activities, materials, equipment, and technology that reflect understanding of the learning styles and needs of student's assigned and present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations.

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3. Assess student-learning styles and use results to plan instructional activities.
4. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).
5. Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.
6. Plan and assign work to instructional aide(s) and volunteer(s) and oversee completion.

### **Student Growth and Development**

7. Conduct ongoing assessment of student achievement through formal and informal testing.
8. Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by the campus principal, including a Career and Technical Student Organization (Student Leadership, Competitive events).
9. Present a positive role model for students; support mission of school district.

### **Classroom Management and Organization**

10. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
11. Manage student behavior in accordance with Student Code of Conduct and student handbook.
12. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
13. Assist in selecting books, equipment, and other instructional materials.
14. Compile, maintain, and file all reports, records, and other documents required.

### **Communication**

15. Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.

### **Professional Growth and Development**

16. Participate in staff development activities to improve job-related skills.
17. Attend and participate in faculty meetings and serve on staff committees as required.

### **Other**

18. Comply with state, district, and school regulations and policies for classroom teachers.
19. Assume other duties as assigned by the campus principal and the Superintendent of Schools.

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## **Supervisory Responsibilities:**

Direct the work of assigned instructional aide(s).

## **Evaluation:**

Teachers will be evaluated by their administrator using Aldine ISD's Invest appraisal system earning one of the following levels of job performance:

- Highly Effective
- Effective
- Needs Improvement
- Ineffective

## **Salary:**

As approved by the Board of Trustees

## **Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Personal computer and peripherals; standard instructional equipment

**Posture:** Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking

**Lifting:** Regular light lifting and carrying (less than 15 pounds); may lift and move textbooks and classroom equipment

**Environment:** Work inside, may work inside and outside; regular exposure to noise

**Mental Demands:** Maintain emotional control under stress; work prolonged or irregular hours

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.