

BRAZOSPORT ISD JOB DESCRIPTION

Campus



Job Title: Career and Technical Education Teacher

Reports to: Principal

Dept./School: Assigned Campus

Employment Type: Exempt

Pay Grade: Teacher

Days: 187

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:

- Bachelor's degree, associate's degree, or high school diploma/GED and equivalent wage-earning experience as required by certification
- Valid Texas career and technical education certificate with required license, endorsements, and training for subject and level assigned
- Demonstrated competency in the career and technical education subject area
- assigned

Special Knowledge/Skills:

- Knowledge of career and technical education subject assigned
- General knowledge of curriculum and instruction
- Ability to instruct students and manage their behavior
- Ability to oversee student field experiences in career area assigned
- Strong organizational, communication, and interpersonal skills

Experience:

- One year student teaching or approved internship
- Two to five years of wage-earning experience in the area of certification

BRAZOSPORT STATEMENT OF NONDISCRIMINATION:

It is the policy of Brazosport ISD not to discriminate or engage in harassment on the basis of race, color, national origin, sex, religion, age, disability, or any other legally protected status in its educational and vocational programs, services or activities or matters related to employment as required by Title VI and Title VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Age Discrimination in Employment Act; Americans with Disabilities Act, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended. Inquiries regarding the Brazosport ISD non discrimination policies in the following areas should be directed to:

Students/Parents: FFH (EXHIBIT)

[District Contact for Title IX](#)

[District Contact for Americans with Disabilities Act \(ADA\) & Section 504](#)

Employment/Employees/Public: DIA (EXHIBIT)

[District Contact for Title IX, Americans with Disabilities Act \(ADA\) / Section 504.](#)

Call: 979.730.7000 or Write: P.O. Drawer Z, Freeport, TX 77542

General Employee Requirements:

- Regular attendance and punctuality
- Support and align work with the mission, vision, and beliefs of the district.
- Follow and support board policies in areas of related responsibility.
- Ensure district resources are managed effectively to maximize resources for student learning.
- Share in the development and implementation of district success plans
- Actively participate in ongoing development to improve work quality and district contribution.
- Model integrity, work ethic, and professionalism as a suitable example for BISD students.

Major Responsibilities and Duties:

Instructional Strategies to Promote Student Growth

- 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.
- Plan and use appropriate instructional and learning strategies, activities, materials, equipment, and technology that reflect understanding of the learning styles and needs of students assigned and present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations.
- Conduct assessment of student learning styles and use results to plan instructional activities.
- Work cooperatively with other teachers to modify curricula and instruction as needed for special education, 504, ELL, and GT students according to guidelines established.
- Work cooperatively with the campus and district instructional supervisors, leaders, and department heads to improve instruction.
- Offer accelerated instruction to each student who meets any of the state "at risk" criteria in order for the student to perform satisfactorily on the state assessment.
- Use available technologies as appropriate teaching and learning tools.
- Integrate the instruction of technology into subject area teaching.
- Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.
- Plan and assign work to instructional aide(s) and volunteer(s) and oversee completion.
- Conduct ongoing assessment of student achievement through formal and informal testing.
- Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by the campus principal.
- Be a positive role model for students; support mission of school district.

Classroom Management and Organization

- Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
- Manage student behavior in accordance with the BISD Student Code of Conduct and student handbook.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Assist in selecting books, equipment, and other instructional materials.
- Compile, maintain, and file all reports, records, and other documents required.
- Maintain accurate student accounting and grading records in compliance with local and state requirements.
- Assist in upholding and implementing administrative regulations and board policy.
- Manage and utilize data effectively for systemic process and program analysis.
- Account for the accuracy and verification of all student program data and reports.
- Implement data-driven decision making for improvement efforts based on best practices.
- Manage and utilize policy effectively for maintaining systemic processes and practices.
- Account for the verification of the correct policy regarding all decisions and correspondence.
- Implement effective policy-driven decision making

Communication

- Use effective communication skills to present information accurately and clearly.
- Establish and maintain a professional and cordial relationship with colleagues, students, parents, and community members.
- Adhere to local, state, and federal guidelines regarding confidentiality.
- Establish and maintain open communication by conducting conferences with students, parents, and other staff members.
- Respond to parent phone calls/messages in a timely manner.

Professional Growth and Development

- Seek and participate in professional development activities to improve instructional effectiveness thereby increasing student achievement.
- Participate collaboratively with colleagues to reflect on one's teaching practices.
- Stay abreast of developments in the profession and display openness to change and innovation.
- Maintain updated record of all professional development activities.
- Keep informed of and comply with state, district, and school regulations and policies.

- Attend and participate in faculty meetings and serve on staff committees as required.

Personal Growth and Work habits

- Participate as an effective team member who contributes to district, department, and content goals.
- Submit all legal documents in a timely manner as required by Federal, State, and District.
- Display proficient levels of technology applications.
- Utilize time wisely for effective management of job responsibilities.
- Meet deadlines to submit lesson plans, progress reports, grades and other documents as required by the campus/district.
- Maintain punctuality in daily work times, appointments, and meetings.
- Maintain friendly customer-service-driven interactions with all stakeholders, students, teachers, administrators, and co-workers.
- Work cooperatively with co-workers and supervisors to ensure that the goals of the school/department are met.
- Maintain a positive and professional tone in all communication (i.e. email, written, and verbal).

Other

- Comply with federal, state, and local regulations related to the occupational area assigned.

Supervisory Responsibilities:

Direct the work of assigned instructional aide(s).

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 text books 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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