



Crandall Independent School District

Job Description

Job Title: Career and Technical Education Teacher **Wage/Hour Status:** Exempt
Reports To: Principal **Date Revised:** February 28, 2022
Dept./School: Assigned Campus

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, emotion, physical, and social growth. Enable students to develop competencies and skills to function successfully in society.

Qualifications:

Education/Certification:

Bachelor's degree from accredited university

Valid Texas career and technical education certificate with required license, endorsements, and training for subject and level assigned, or related training and work experience for certification waivers under the District of Innovation Plan (DOI)

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:

Student teaching or approved internship

Major Responsibilities and Duties:

Instructional Strategies

1. Develop and implement lesson plans for in-person, distance, and virtual learning that fulfill the requirements of district's curriculum program and show written evidence of preparation as needed and 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 students assigned and present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations.
3. Conduct assessment of 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 Plus (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.
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. Be available by phone, email, or video conferencing to confer with district personnel, students, and/or parents.
16. Communicate with students or parents on a regular basis via phone or video conference, email, or district-approved website.
17. Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.

Professional Growth and Development

18. Participate in staff development activities to improve job-related skills.
19. Comply with state, district, and school regulations and policies for classroom teachers.
20. Attend and participate in faculty meetings and serve on staff committees as required.

Other

21. Comply with federal, state, and local regulations related to the occupational area assigned.
22. Follow district safety protocols and emergency procedures.
23. Days for teachers are extended day contracts should include activities from the following list, but are not limited to these activities:
 - Accompanying students competing in weekend and/or evening competitions or activities;
 - Working with students involved in events as part of the classroom experience outside the regular school day;
 - Attendance as required professional development or summer program conferences;
 - Coordinating with work-based learning stake holders and arranging for student opportunities;
 - Cleaning and/or closing labs;
 - Taking inventory of equipment;
 - Supervising student projects.

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 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

The document describe 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.

Print Name

Signature

Date