



**PLTW Teacher/Coordinator
Job Description**

Job Title: CTE Technology Engineering & Design Education Teacher
Reports to: Building Principal
Salary: Based on State and Local Salary Schedules
Status: Permanent 11 months, Certified Full-Time

Summary: Under the general direction of a principal, the CTE Technology Education Teacher provides leadership in an educational environment that encourages and nurtures learning for all students. Provides supervision to students in a variety of school-related settings, monitors and evaluates student outcomes, develops, selects, or modifies lesson plans to ensure all student needs are met, and maintains appropriate records and follows all policies and procedures of NCDPI and DPS. Provides quality standards-based instruction in the area of Technology Education, assesses and encourages student progress, and manages an effective learning environment to maximize student achievement.

Eligibility: Must have or be eligible to hold a Technology Engineering & Design teaching license (820). To be eligible for the Technology Engineering & Design teaching license applicant must have a related four-year degree (i.e. Architecture, Construction, Industrial Design, Engineering, Industrial Technology, Manufacturing, Transportation, Science, Industrial Arts, Trade and Industrial Education, Graphic Design, Graphic Production, Animation and Visualization, Architecture, Construction, Industrial Design, Engineering, Industrial Technology, Manufacturing, Transportation, Science, Industrial Arts, Trade and Industrial Education, Graphic Design, Graphic Production, Animation and Visualization, Computer Programming, Game Design and Development, Computer Science, Programming, Game Software Engineering, Simulation and Game Animation, Digital Effects and Animation Technology or Game Art Design and degrees that integrate STEM such as Technology or Engineering, etc.) and 2 years of related work experience. Applicants must also pass the Technology Engineering Education (5053) Praxis exam, complete 18 hours of educational coursework, and participate in the CTE New Teacher Induction or the CTE New Teacher Institute induction within 3 years.

Duties and Responsibilities:

- Demonstrates and teaches Technology Engineering & Design in a classroom setting using hands-on activities, career experiences, and standards-aligned instruction.
- Designs and executes engineering experiments to create workable solutions.
- Conducts ongoing assessment of student growth and progress in Technology Engineering & Design activities and modifies instructional methods to fit students' individual needs.
- Continue to participate in professional development to stay knowledgeable of current developments in the Technology, Engineering & Design field. This includes, but is not limited to, attending seminars, workshops, and/or participating in professional learning communities (PLC).



- Prepares instructional materials aligned with curriculum standards, maintains equipment, supplies, and other resources, and maintains inventory records in accordance with district policies and procedures.
- Coordinate CTE Student Organization activities for local, regional, state, and/or national competition
- Attend District PLC meetings as scheduled
- Works with employers and community groups to promote and advance technical skills.
- Creates an instructional environment that is conducive to the intellectual, physical, social, and emotional development of students.
- Communicates standards, achievements, and deficiencies to students and parents. Meets with students and parents.
- Maintains complete and accurate student academic, attendance, and disciplinary records. Monitors and assesses students' academic progress.
- Collaborates with school administrators, other teachers, para-educators, parents, and community members in the education of students.
- Instructs and demonstrates proper safety practices, procedures, and standards.
- Demonstrates techniques to students as a group and one-on-one, helping them to complete lessons, assignments, projects, activities, and evaluations.
- Provides students with clear expectations, continual feedback, and logical consequences.
- Provides students with opportunities to expand their skills and knowledge base.
- Must attend required curriculum training as mandated by the course requirements [for example: Project Lead the Way (PLTW) courses require PLTW-specific training to access the curriculum]
- Ensure department members are familiar with PLTW and DPS curriculum documents and collaborate with PLCs to develop pacing guides, assessments, and end-of-course exams aligned with the PLTW curriculum.
- Plan and coordinate professional development for faculty based on insights from regional, state, and national conferences, ensuring integration of academic and PLTW curricula.
- Promote equity and access by identifying underrepresented students to fill vacant lottery seats and work with the principal in hiring and scheduling teachers and courses.
- Coordinate structured credential and recognition programs such as graduation honors, credentialing, and awards presentations.
- Manage the program budget, including approval of expenditures and tracking inventory for equipment and supplies.
- Provide timely reports to the CTE Director on PLTW course end-of-course exams (EOCs) and other performance measurements.
- Ensure program faculty receive sufficient and appropriate training, resources, and materials, and serve as a "content expert" for evidence-based instructional practices.
- Organize program orientation and registration sessions for incoming families and coordinate program information sessions at the district and school levels.
- Notify students and families about enrichment opportunities, internships, and articulation agreements for earning college credit through high school PLTW courses.
- Develop and sustain a robust alumni network to create pipelines to both careers and college, while also supporting faculty recruitment, onboarding, and retention efforts.
- Performs related duties as assigned.