



## HUMAN RESOURCES

**JOB TITLE:** Teacher  
**DEPARTMENT:** School Site  
**TERM:** 10 months  
**STATUS:** FT /Exempt

### **Position Summary:**

To plan, organize and implement an appropriate instructional program in a learning environment that guides and encourages students to develop and fulfill their educational potential.

### **Essential Functions:**

#### **Instructional Planning:**

- Plans instruction to meet objectives, posts lesson plans in a timely manner.
- Assesses students' skill levels to determine appropriate learning objectives.
- States objectives compatible with department goals in performance outcomes; list procedures to achieve outcomes.
- Organizes and makes available the time, space, materials, and equipment needed.
- Plans relevant classroom activities and homework to reinforce lessons through active student engagement.

#### **Instructional Strategies:**

- Utilizes effective instructional strategies
- Implements procedures involving students with the maximum time on task.
- Uses effective techniques to motivate student interest/enthusiasm for subject.
- Facilitates retention of learning
- Adjusts instruction to facilitate student mastery.
- Provides prompt and specific feedback to students on both their work and behavior.
- Provides opportunities for all students to apply knowledge or practice skills.

#### **Instruction:**

- Presents subject matter in a clear, precise, coherent, and logical way.
- Communicates objectives, purpose, value, and relevance of lessons as appropriate.
- Communicates appropriate, competent knowledge of subject matter with confidence and accuracy.
- Gives clear directions and explanations related to lesson content and/or learning activity.
- Frequently asks questions of relevance, clarity, and variety.
- Frames questions at different cognitive levels.
- Provides appropriate responses, equitable response opportunities.
- Promotes positive relationships among students by modeling.

#### **Instructional Environment:**

- Provides a positive learning environment
- Communicates enthusiasm for learning and teaching.
- Interacts with all students, regardless of ability level, handicap, sex, ethnicity, or socioeconomic status.
- Articulates and maintains classroom behavior conducive to learning.
- Models professional courtesy and respect in manner and dress.
- Encourages students to deal with varying degrees of success, failure, self-control, and responsibility

**Professional Responsibilities:**

- Meet professional responsibilities.
- Engages in professional self-development.
- Is accessible to students and parents.
- Maintains and communicates accurate records of grades, attendance, and special reports.
- Work cooperatively to plan curriculum and improve instruction.
- Demonstrates ethical and professional practices in working with students, parents, colleagues, and student records.
- Refers students with special needs to counselors, and specialists.
- Makes use of school resources and takes care of all property and equipment.
- Maintains a safe and healthy classroom environment.

**Goal setting and Professional Expectations:**

- Works toward achievement of school goals.
- Knows school goals for the current year.
- Follows guidelines and procedures recommended for achieving goals.
- Individualizes goals by identifying objectives, activities, and criteria.
- Supports administration in governing students conduct.
- Knows school expectations for behavior and attendance.
- Enforces school policies, rules, and procedures in the classroom, on campus, and at school-related activities.
- Develops and communicates expectations and consequences for student conduct in classroom.
- Complies with Arizona Revised Statutes, District policies, and administrative guidelines as outlined in the policy and faculty handbooks.
- Applicable Arizona Statutes pursuant to Title 15 (Education), Title 13 (Criminal), and Title 38 (Public Officers and Employees) prevail.

**Training and Experience:**

- CNA Teachers must have AZ Board of Nursing RN teaching requirements, including current immunizations and CPR card
- Veterinary Assistant Teachers must have Veterinary Technician Certification
- Cosmetology/Aesthetician Teachers must have AZ Board of Cosmetology/ Aesthetician Instructors License
- Medical Assisting Teachers must have CCMA or RMA Certification
- Massage Therapy Teachers must have AZ Massage Therapy License
- Pharmacy Technician Teachers must have PTCB
- EMT Teacher must have EMCT Certification
- Fire Science Teachers must have Arizona IFSAC or Pro Board Certification as Firefighter I & II, NREMT and/or Paramedic Certification, Certified as Apparatus Engineer, Fire Instructor I
- Welding Teachers must have AWS Certification
- HVAC Teachers must have EPA Certification
- Precision Machining Technician Teachers must have NIMS Certification
- Auto Mechanic/Collision/Diesel Teacher must have ASE and ICAR Certification, or obtain within one year

**Licensing /Certification Requirements:**

- Valid DPS Fingerprint Clearance Card
- Valid Arizona CTE Teaching Certification

**ADA and Other Requirements:**

Positions in this class typically require: climbing, crawling, stooping, kneeling, crouching, fingering, standing, walking, pushing, reaching, lifting, feeling, talking, hearing, seeing, and repetitive motions.

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**I FULLY UNDERSTAND THE JOB DUTIES, RESPONSIBILITIES, AND WORKING CONDITIONS THAT ARE OUTLINED ABOVE AND THAT HAVE BEEN DISCUSSED WITH ME BY MY SUPERVISOR.**

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Employee's Signature

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Date

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Supervisor's Signature

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Date