



HUMAN RESOURCES

JOB TITLE: Teacher

DEPARTMENT: School Site

TERM: 10 Months

STATUS: FT/PT - Exempt

Position Summary:

To plan, organize, and implement an appropriate instructional Career and Technical Education (CTE) program in a learning environment that guides and encourages students to develop and fulfill their educational potential. This includes the facilitation of all state and district requirements for CTE programs - such as designing and facilitating a program to meet all prescribed standards, the inclusion of industry participation and advisory boards, and embedding work-based learning, Career and Technical Students Organizations (CTSO's), and hands-on instruction throughout the program.

Essential Functions:

- Plans instruction to meet objectives, and posts lesson plans in a timely manner.
- Assesses students' skill levels to determine appropriate learning objectives.
- Organizes and makes available the time, space, materials, and equipment needed.
- Plans relevant classroom activities and homework to reinforce lessons through active student engagement.
- Ensures the program is compliant with all required EVIT, state, and national accreditation requirements

Instruction:

- Presents subject matter in a clear, precise, coherent, and logical way.
- Communicates objectives, purpose, value, and relevance of lessons as appropriate.
- Utilizes effective instructional strategies.
- Communicates appropriate, competent knowledge of subject matter with confidence and accuracy.
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- Provides appropriate responses and equitable response opportunities.
- Uses effective techniques to motivate student interest/enthusiasm for the 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
- Provides a positive learning environment for all students
- Articulates and maintains classroom behavior conducive to learning.
- Models' professional courtesy and respect in manner and dress.

Programmatic Responsibilities:

- **Standards:** Ensure program meets all state and district standards.
- **Hands-On Learning:** Ensures program includes at least 51% hands-on learning activities.
- **Industry Interactions:** Ensure the program has an active advisory board and regular interactions with industry, industry professionals, and industry-related activities.
- **CTSO Participation:** Ensures the program has an active chapter in an approved student organization

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.
- Makes use of school resources and takes care of all property and equipment.
- Maintains a safe and healthy classroom environment.
- 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:

- Bachelor's degree from an accredited university or college in the specific trade to be taught, **AND**
- 240 hours of verified occupational experience in the specific trade to be taught, **OR**
- Minimum of 6,000 hours of verified occupational experience working in the specific trade to be taught.
- Appropriate certifications as needed by program area (or ability to obtain one)

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.

Employee's Signature

Date

Supervisor's Signature