



NEW CASTLE COUNTY VOCATIONAL-TECHNICAL SCHOOL DISTRICT

JOB DESCRIPTION

POSITION: **ELA INSTRUCTOR**

QUALIFICATIONS: State of Delaware Certification
Teaching Experience Preferred

REPORTS TO: Assistant Principal

LOCATION: Howard High School of Technology

JOB GOAL: To plan for and implement an instructional
Program for students enrolled in English courses.

PERFORMANCE RESPONSIBILITIES:

1. Provide daily instruction in English based on curriculum and student needs.
2. The maintenance of all records, including attendance, inventory, and grade reporting necessary for daily operations of the English courses.
3. Provide student supervision and classroom management.
4. Be accountable for student and program evaluation.
5. Develop and maintain lesson plans as prescribed by school policy.
6. Become acquainted with and adhere to the Student Handbook and District Policies.
7. Assist with the requisition of materials and equipment for implementing the instructional program.
8. Provide students with related experience based on the curriculum.
9. Perform other tasks assigned by the supervising Assistant Principal.
10. Participate in Professional Development opportunities.
11. Required work schedule: Monday- Friday 7:30am -3:00pm