Union County Public Schools

Job Description

POSITION TITLE: CTE Technology Education or Business Education Teacher	**TERM OF EMPLOYMENT:** 10 Months
DATE: 7/8/26	**DATE OF LAST REVISION:** June 2025
FLSA EXEMPTION STATUS: EXEMPT	**PAY GRADE:** TEACHER SCALE
CLASSIFICATION: CERTIFIED	**STATUS:** Full-Time

JOB SUMMARY: Plan, prepare, implement, monitor, and evaluate a quality competency-based Business and Technology CTE (Career and Technical Education) Program leading to the development of student skills sufficient to qualify for entry-level employment and/or post-secondary education using effective instruction with all students. This position will focus on Python Programming, Computer Science and Cybersecurity.

ESSENTIAL JOB FUNCTIONS	
1.	Plan, prepare, and deliver educational lesson plans and instructional materials that facilitate active learning
2.	Demonstrate differented methods of instruction that effectively address individual student educational goals and needs
3.	Establish clear objectives for all lessons, units, projects, and other appropriate activities in furtherance of curriculum goals
4.	Evaluate student progress and development to address individual needs
5.	Provide Supervision of students for the purpose of providing a safe and positive learning environment

DUTIES & RESPONSIBILITIES	
	List most important duties first
1.	Accurately maintain student/school records as required by state or federal laws, and Union County Board of Education policies, and/or school-based request, and adhere to confidentiality requirements of state and federal law.
2.	Manage student behavior in the classroom by establishing and enforcing rules and procedures and implementing Positive Behavior Intervention Strategies
3.	Communicate necessary information regularly to students, colleagues, and parents regarding student progress and individual needs
4.	Instruct and monitor students in the use of learning materials and equipment through the utilization of relevant technology and instruction.
5.	Effectively communicate to assistant teachers, student teachers, instructional assistants, and volunteers their responsibilities.
6.	Participate in school-sponsored extracurricular activities, such as social activities, sporting activities, clubs, and student organizations, as directed.
7.	Participate in meetings at the department, school, district, and/or parent/teacher conferences.

8.	Provide for his/her own professional growth through an ongoing program of reading, workshops, seminars, conferences, and/or advanced coursework at institutions of higher learning.
9.	Serve as FBLA Advisor by providing students with opportunities to participate in local, regional, state and national FBLS events.
10.	Other related duties as assigned

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Minimum Qualifications	Desirable Qualification
• Bachelor's Degree in a related area that will qualify for licensure as a CTE teacher by the North Carolina Department of Public Instruction Or • Associate degree in a business-related area with 4 years work experience in a business related field.	• Master's degree in education or related area. • Python certification • Experience in computer science • Experience with Microsoft Excel, Word and PowerPoint

TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION

- Perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions.
- Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

PROBLEM SOLVING

- Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate.
- Problem solving is required to analyze issues and create action plans.
- Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things

COMMUNICATION/INTERACTIONS

- Ability to work with diverse individuals and/or group

CUSTOMER RELATIONSHIPS

- Requires the ability to interact with people beyond giving and receiving instructions.
- Must be adaptable to performing in stressful and emergency situations

PHYSICAL REQUIREMENTS
WORK ENVIRONMENT:
Strength: Sedentary/Medium - Exert force 10-25 lbs., frequently; and up to 10 lbs., constantly; or a negligible amount of force to frequently lift, carry, push, pull, or move objects.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, carrying, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity and occasional far acuity. Mobility to work in a typical office setting and use standard office equipment. Vision to read printed materials, a VDT screen, or other monitoring devices.

Environmental Conditions: Varies from indoors exposure to outside weather conditions Exposure to noise levels ranging from moderate to loud.

Hazards: Uneven walking/working surfaces, communicable diseases, cleaning chemicals, lifting/carrying of materials, and power/hand-operated equipment and machinery (as related to specific assignment).

Additional Physical Requirement: Physical Ed Teachers

Lifting (G-W, W-S, S-A)	11-20lbs.,50 lb. max
Push/Pull	0-5 Lbs.
Bend/Squat/Stoop/Kneel –	15 minutes/hr. minimum
Sitting (Sedentary Work)	90 minutes max. per instance (will vary by based on elementary, middle and high school scheduling)
Standing/Walking	30-40 minutes/hour; Up to 4 hours continuous – Max; Note: Based on facility layout; use of stairs may be applicable
Arms above shoulders:	15 mins./hr. - max
Hands/Wrists:	Continuous; may vary based on activity

In compliance with Federal Law, Union County Public Schools administers all education programs, employment activities and admissions without discrimination against any person on the basis of sex, race, color, religion, national origin, age or disability.