

# Houston County Schools

## Job Description

**Job Title: Career Exploration Teacher**

**Reports To: Supervising Principal and CTE Director**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned by the immediate supervisor.**

### **Duties**

- Provide instruction to students that facilitates career awareness and exploration in preparation for high school CTE program of study participation.
- Teaches skills and knowledge in the assigned subject area required for successful job performance and emphasizes the importance of reliability, efficiency, promptness, good attitude, and work habits.
- Organizes class time so that preparation, instruction, lab work, and clean-up activities can be accomplished satisfactorily within the allotted time.
- Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Establishes clear outcomes for all lessons, class work, and projects. The outcomes are communicated to students.
- Assist in planning and implementation of a career guidance program that includes exploratory experiences and assists students in the development of the attitudes, characteristics, and skills necessary to obtain and maintain employment.
- Administers the career interest and aptitude assessment and provides program of study selection advisement to individual students based on their results.
- Collaborate with the high school counselor and CTE teachers to create CTE related activities and resources to help students understand the transition to and expectations of high school and the CTE program of study available at the high school.
- Give full, willing and helpful cooperation in carrying out all reasonable instructions or extra assignments before, after and during the school day which are given by the principal.
- Assesses the progress of students on a regular basis and provides progress reports as required. Keep parent(s)/guardian(s) duly informed of the child's progress and hold conferences with parent(s)/guardian(s) when necessary.

### **Qualifications:**

- All teachers shall be certificated in accordance with state law and the regulations of the Tennessee State Department of Education. Such certificate shall be on file in the office of the director of schools prior to beginning employment.
- It is the responsibility of the employee to secure a certificate and to maintain its validity. When a teacher's contract must be terminated because the teacher's certificate has lapsed or otherwise become invalid, the director of schools shall immediately suspend the teacher without pay pending disposition of the matter. The teacher shall be notified of the reason for the suspension and given an opportunity for a hearing before the board.