

## INSTRUCTOR, CAREER TECHNICAL EDUCATION

### Basic function

Provide instruction to secondary school students in competency-based, career technical education (CTE) courses in order to prepare them for college and career. CTE classes are taught by instructors who have trained and worked in the industry they are teaching. CTE classes provide real-world experience by placing students in work-based learning opportunities.

### Supervision

Directly responsible to the Director of College and Career Readiness Department.

### Representative duties

- Articulate and consistently implement an approved classroom management plan with clear policies and procedures
- Collaborate with fellow educators and industry partners in planning and modifying curriculum, instruction, and assessment through Professional Learning Community (PLC) and advisory boards
- Develop and utilize a variety of measures through the PLC process to assess student learning in order to provide formative and summative feedback to both students and parents
- Communicate and work effectively as part of a team with all student stakeholders including administrators, counselors, parents, support staff, and other teachers
- Create a rigorous learning environment with high expectations for student achievement combined with appropriate support for student success in mastering course competencies
- Develop and organize curriculum to facilitate student mastery of content and skills by connecting subject matter to meaningful, real-life contexts including, but not limited to service learning
- Differentiate individual and group instruction and learning modalities in order to keep students engaged as well as accommodating students with diverse and special needs
- Implement and monitor goals established through accreditation, department and county education office priorities, campus initiatives, and/or external grants
- Research and implement project-based instructional strategies which promote critical thinking through inquiry, problem-solving, and reflection
- Embed college and career readiness skills within learning tasks
- Integrate the use of digital technologies and web-based programs within instruction and student learning tasks
- Keep abreast of current, evidence-based industry practices, technology, and training methods
- Demonstrate a thorough, accurate and current knowledge of the subject matter competencies taught
- Design, monitor, evaluate, and keep records of individual student training plans
- Maintain accurate course budget, inventory, student attendance, grades, and other

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records as required and report these in a timely manner using assigned software or management system

- Participate in campus, community, student employment and recruitment, organization and program meetings and events
- Secure and nurture positive relationships with training sites to place and supervise students in work-based learning
- Submit requested or required documentation, information, and/or feedback in an accurate and punctual manner
- Supervise students for safety both inside and outside of the learning environment
- Perform other duties as required including, but not limited to serving as an advisor to a Career Technical Student Organization (CTSO)

### **Knowledge, Skills and Abilities**

- Ability to follow CTE and county education office policies and procedures as well as state and federal regulations, including, but not limited to maintaining confidential student and other required records
- Ability to write lesson plans for individual and group instruction that integrate reading, writing, vocabulary, mathematics, science, social science, and media literacy skills with the career technical education curriculum
- Ability to motivate students in planning careers in the applicable industry pathway taught
- Understanding of the California Model Career Technical Education Standards, as well as the California Common Core State Standards in order to integrate these within instructional units
- Skilled in verbal and written communications
- Effective presentation skills using multiple modalities
- Utilization of technology including Microsoft office Suite (Access, Excel, Outlook, PowerPoint, Publisher, Word), Zoom, course specific equipment/software, web-based programs, and interactive student learning systems
- Maintain the instructional facility and equipment in a safe, clean, and well-organized condition. Assume responsibility for the security of instructional tools, equipment and supplies. Maintain inventory of all tools and equipment, and maintain records regarding the ordering, storage, and issuance of supply items

### **Qualifications**

Possession of a valid California Designated Subjects Teaching Credential authorizing instruction in the assigned subject area, or other credential authorizing instruction in the assigned subject area. A minimum of three years of work experience in instructor-related career pathway field or the equivalent. Experience and/or training appropriate to fulfill requirements of the position.

### **Licenses and certificates**

Possession of a valid California Driver's License if required by the duties of the assignment.

### **Working conditions**

Work is performed in a classroom, office, and intermittent outdoor environments where minimal health and safety concerns exist. Applicant must be able to lift at least 50 pounds.