

Ashland Independent Schools

Certified Job Description

POSITION: **HVAC Teacher**

QUALIFICATIONS: Shall hold a bachelor's degree or higher (or complete alternative certification route below job description) position (***Head Start Preschool requires IECE certification***).
Shall demonstrate the ability to work effectively with students, peers, and adults.
Shall demonstrate the ability to communicate effectively with students, parents an

REPORTS TO: Principal
Director of Head Start (for Preschool Teachers)

SUPERVISES: Students
Instructional and/or Parent Assistants (Head Start)

PHYSICAL QUALIFICATIONS:
Shall have the ability to sit, lift, stoop, push, pull, any and all body movements as relates to the job description.

JOB GOAL: To help students learn and grow.

PERFORMANCE STANDARDS:
Demonstrates professionalism.
Designs/plans instruction and learning activities.
Creates a learning climate free from harassment.
Introduces/implements/manages instruction.
Assesses learning and communicates effectively.
Collaborates with colleagues, parents and other agencies.
Demonstrates a current and sufficient academic knowledge of certified content areas.
Demonstrates implementation of technology in teaching and learning.
Acts in accordance with the by-laws and policies as set forth by the school/council/Ashland Independent Board of Education, Kentucky Revised Statutes and school council policies.
Performs instructional duties as prescribed in the Ashland Independent Board of Education / school council policies.
Performs other duties as assigned by the Principal in accordance with the best interest of the school, students, and district.

TERMS OF EMPLOYMENT:
Basic teacher contract is for 185 days per year with the salary to be set by the district's salary schedule as approved by the board of education.

Additional duties may be assigned upon the recommendation of the principal and approved by the superintendent. Increments for additional duties will be set on the district salary schedule approved by the board of education.
education.

EVALUATION: Performance of this position will be conducted in accordance with the board policy on Evaluation of Certified Personnel. Evaluation of teachers will be conducted by the building principal or their designee.

Updated: 11/28/2016

Construction Technology Occupation Based Certification

As directed in 16 KAR 2:020, all candidates pursuing occupation-based teacher certification in Kentucky are required to:

• [Complete Year 1 and 2 of New Teacher Institute \(NTI\) – Jodi Adams, Director: Jodi.Adams@education.ky.gov](#)

- Have an Associate degree or higher in the content area (or Career and Technical Education). If candidate does not

Prior to an offer of employment:

Candidate meets work experience criteria (4 years of experience in content area, 2 years of experience in the

There is no college degree required (at the time of hire). If candidate does not have a degree, the candidate

After top candidate has been chosen and an offer of employment has been extended:

1. Candidate completes the [EPSB CA-3](#) form, with signature from the district, district will upload to EPSB and
2. Candidate either takes and passes OR has **current** industry certification to show content knowledge within:
Building & Apartment Maintenance (764) – NOCTI Building Trades Maintenance (cut score 52)
Carpentry (766) – NOCTI Carpentry (cut score 58)
Electrical Technology (773) – NOCTI Electrical Technology Construction (cut score 45) **Heavy Equipment Repair (80)**
Masonry (777) – NOCTI Masonry (cut score 46.8)
Plumbing Technology (780) – NOCTI Plumbing (cut score 55)

3. [Candidate sends official college transcripts \(if applicable\) to Carmela Clark. To be considered official, the transcript must be: <https://studentclearinghouse.org/> \(and click on Order/Track/Verify button to order the transcript\).](#)

If candidate does not have a degree, the candidate will be required to take one of the following general knowledge exams (A)
Once the candidate meets above requirements and all relevant documentation is in KDE possession, OCTE

General Knowledge and Competency Exams:

ACT:

Reading – score of 20 or higher
Mathematics – score of 19 or higher
English (Writing) – score of 18 or higher

KYOTE:

Reading – score of 20 or higher
Mathematics – score of 22 or higher on College
Readiness Mathematics or score of 14 or higher on
College Algebra
English (Writing) – score of 6 or higher

SAT:

Reading – score of 470 or higher on Evidence-
Based Reading and Writing
Mathematics – score of 460 or higher
English (Writing) – score of 430 or higher on
Evidence-Based Reading and Writing

GED College Readiness:

Reading – score of 165 or higher on Reasoning
through the Language Arts
Mathematics – score of 165 or higher on
Mathematical Reasoning
English (Writing) - score of 165 or higher on
Reasoning through the Language Arts

and the required Kentucky certificate for the assigned

on with EPSB

have at least an Associate degree in the technical area of the program they will be teaching (or Career and Technical Education in the past 5 years). The state program consultant will verify eligible work experience.

will be required to take a general knowledge exam (requirements below).

send alert email to Carmela Clark at carmela.clark@education.ky.gov [that file has been uploaded.](#)

the area in which certification is sought.

10) – NOCTI Heavy Equipment Repair (cut score 58.4) **HVAC and Air Conditioning Technology (760)** – NOCTI HVAC (cut score

[must arrive in our office unopened \(if sent US Mail\) OR ordered through the National Student Clearinghouse and emailed directly](#)

(ACT/SAT/KYOTE/GED) and obtain a passing score. Contact Carmela Clark to set up KYOTE tests (no fee).

we will recommend candidate to EPSB for initial provisional certification. Candidate will need to create an account

n), they will have six (6) years to obtain this degree, and must complete at least 6 college credit hours from the degree program

core 54.5) **Electronics (733)** – NOCTI Electronics Technology (cute score 54)

[/ to Carmela Clark. If ordered through National Student Clearinghouse, please list carmela.clark@education.ky.gov as the ema](mailto:carmela.clark@education.ky.gov)

ccount with EPSB so that OCTE can upload documents. Candidate will be contacted by Jodi Adams for mc

1 each year. NTI will count as the required 6 college credit hours during NTI Year 1 and 2 for renewal purposes.

[il recipient. The link](#)

ore information regarding enrollment in NTI.