

**Ashland Independent Schools**  
**INDUSTRIAL EDUCATION – CONSTRUCTION CARPENTRY TECHNOLOGY**  
**Occupation-based Career and Technical Education Certification Job Description**

**POSITION:**            **Part-Time Construction Carpentry Technology Program Teacher**

**QUALIFICATIONS:**

Education and Work Experience:

- Must hold the Rank III Kentucky teaching certificate in the subject area to be taught; OR
- Must hold a Kentucky Statement of Eligibility in the subject area to be taught; OR
- Minimum of four (4) years of work experience within the construction field
- Two years of the experience must have been within the last five years
- A maximum of one year of the required work experience may be substituted by a year of coursework in an accredited vocational/technical preparation program.
- Requires commercial carpentry experience.

Certification:

- See: 16 KAR 2:020 Occupation-based career and technical education certification
- Issuance of one year Provisional Certificate. Completion of three (3) semester hours of credit in the occupational area OR successfully completing the New Teacher Institute.
- Certification for teaching Vocational Education specialization in Construction Carpentry

Special Requirements:

- Must be able to acquire the personal national certifications applicable to the program area (NCCER, ABC, AGC, etc.) Applicant can be hired without the needed personal certifications, but must acquire the needed certification at the next available testing period.
- Examinations Required: National Occupational Competency Testing Institute (NOCTI) and COMPASS OR PPST/PRAXIS

Professional:

- Shall demonstrate the ability to work effectively with students, peers, and adults.
- Shall demonstrate the ability to communicate effectively with students, parents, and faculty.

**REPORTS TO:**        Principal

**SUPERVISES:**      Students, Instructional and/or clerical assistants

**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:** Prepare students to successfully complete all course requirements/certifications to become College/Career Ready.

**PERFORMANCE STANDARDS:**

1. Demonstrate professionalism.
2. Designs/plans instruction and learning activities.
3. Creates a learning climate free from harassment.
4. Introduces/implements/manages instruction.
5. Assesses learning and communicates effectively.
6. Collaborates with colleagues, parents and other agencies.
7. Demonstrates implementation of technology in teaching and learning.
8. Demonstrates implementation of technology in teaching and learning.
9. Acts in accordance with the by-laws and policies as set forth by the school/council/Ashland Independent Board of Education, Kentucky Revised Statues and school council policies.
10. Performs instructional duties as prescribed in the Ashland Independent Board of Education/school council policies.
11. Performs and oversees activities as determined by the Construction Carpentry Technology Program.
12. 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.

**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.

## **DISTRICT HIRING PROCESS FOR CONSTRUCTION CARPENTRY TECHNOLOGY:**

In accordance with 16 KAR 6:020: Written examination prerequisites for occupation-based career and technical education

### **Special Requirements:**

Applicant should have 4 years of experience with journeyman's license. Two years of the experience within the last 5 years.

NCCER: National Center for Construction Education and Research

ABC: Associated Builders and Contractors

AGC: Associated General Contractors

\*IKORCC: Indiana-Kentucky-Ohio Regional Council of Carpenters

NOTE: These certifications are based on number of hours worked and class hours completed per year of employment.

### **Examinations Requires:**

1. NOCTI – Administered by Vickie Staley at Workforce (502-564-428) (*NOCTI tests are established for the various specialty areas taught by occupation-based career and technical education teachers. The NOCTI carpentry test will need to be successfully completed. The test is taken in Frankfort and will cost \$60. Applicant will be responsible for cost. Must be paid with a certified check or money order. There is a flexible schedule for taking the test. Call Vickie Staley to schedule a time.*)
  2. COMPASS Test – (Passing Scores: Reading/78, Writing/68, and Pre-Algebra/48 (*COMPASS tests have the same purpose as the PPST, may be taken at any KCTCS campus, and may be scored immediately.*)
- OR**
3. PPST – PRAXIS I (Passing Scores: Reading/167, Writing/167, Math/166 (PPST tests cover communication skills and general knowledge and are designed for those without a teacher preparation degree.)

### **Obtaining the statement of eligibility:**

The following information is forward to EPSB by either Vickie Staley or Karla Tipton on behalf of the hiring agency:

1. Completed TC-3 Application Form
2. NOCTI and Compass Test Scores
3. Copy of license and/or industry certification (if applicant has completed any)
4. Official Transcripts

### **Statement of Eligibility:**

1. EPSB receives from Staley/Tipton a Statement of Eligibility.
2. The Statement of Eligibility is signed off by the EPSB Director of Certification.
3. SOE is mailed to the district KTIP coordinator, who is responsible for giving the form to hiring agency for completion of Part B.

**NOTE:** Once applicant begins KTIP he/she should contact Charlene Baxter, 502-564-5019, to sign up for the New Teacher Institute (NTI). This is normally a 5 day workshop with 2 to 3 day follow-up. NTI is held in Frankfort for 5 days (June, August, and October dates). No cost for training. District may pay for room/transportation. **At this time applicant should enroll in the NTI class at a college/university** of his choice that offers the program. The applicant completes KTIP the second year of program. Applicant does not have to complete course work during this year. **The course work may be completed at Morehead. Joyce Stubbs is over the program. The applicant must take a minimum of two classes per year. The applicant has 10 years to complete the 64 hours of course work and obtain an Associate's Degree in the field.** Once the teacher has completed their KTIP, Jack McElroy's office sends the final grade of NTI to the college for **transcript to be issued showing the completion of NTI.** This course will appear on the transcript as Orientation to Career & Tech Education.

### **Issuance of One-Year Certificate:**

Upon successful completion of the internship year and receipt of the official transcript of the NTI hours, the applicant will be issued a one-year certificate that must be renewed by September 1 of the expiration year by completing 6 semester hours from the **64 hour vocational program.**

**Successfully completing the New Teacher Institute fulfills the three semester hours of credit for provisional certification during year one.**

**Applicant will be required to complete additional course work to meet EPSB requirements with a University to renew the Provisional Certification for 3 years. This will require 64 hours of course work and obtaining an Associate's Degree in the field.**

**Rank 2: After successfully completing course work and obtaining Associate's Degree and three years' experience.**

**Rank 1: After successfully completing Bachelor's degree and six years' experience.**

### **Work Experience:**

- Minimum of four (4) years of work experience within the carpentry field with two (2) years being within the past five year.
- A maximum of one year of the required work experience may be satisfied by completion of an accredited vocational preparation program for the occupation to be taught. All applicants shall demonstrate subject matter competency via passage of the specialty test in the occupational area for which certification is to be granted or completion of the appropriate state or national industry licensure, certification or registration as established in this administrative regulation.

**COURSES TO BE TAUGHT:**

Fundamentals of Mathematics  
Introduction to Construction Carpentry/Lab  
Industrial Safety  
Workplace Principles  
Floor and Wall Framing/Lab

**Contact Information for Vickie Staley,**  
Career & Technical Education  
Kentucky Department of Education

Phone: 502-564-4286      [vickie.staley@education.ky.gov](mailto:vickie.staley@education.ky.gov)