

OZARK R-VI SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: TEACHER-VOCATIONAL CAREER EDUCATION

QUALIFICATIONS:

1. Baccalaureate Degree in Education preferred
2. Valid Career Education License to teach
3. Ability to communicate effectively
4. Basic technological skills

REPORTS TO: Building Principal

JOB GOAL: To provide students of the Ozark R-VI District with educational instruction taught with relevance to the real world by linking academic subject matter with employability skills ranging from job related technical skills to workplace ethics; allowing students to enter the workforce or transition smoothly to post secondary education.

PERFORMANCE RESPONSIBILITIES:

1. Implements instructional activities that contribute to a climate where students are actively engaged in meaningful learning experiences.
2. Develops lesson plans and organizes class time so that preparation, instruction, shop work and clean-up activities can be accomplished with the allotted time.
3. Identifies, selects and modifies instructional resources to meet the needs of the students with varying backgrounds, learning styles and special needs.
4. Provides a positive environment in which students are encouraged to be actively engaged in the learning process.
5. Establishes and maintains standards of pupil conduct needed to provide an orderly, safe and productive environment in an activity-type classroom with many potential hazards.
6. Instructs students in the use of eye protection and safety guards, and in the use, care and safe operation of tools, machines and equipment where appropriate.
7. Ensures that student growth and achievement is continuous and appropriate for age group, subject area, and/or program classification.
8. Maintains effective and efficient record keeping procedures including electronic formats.
9. Communicates effectively, both orally and in writing, with students, parents, and other professionals on a regular basis.
10. Models professional and ethical standards as directed in board policy when dealing with students, parents, peers and community.
11. Establishes and maintains cooperative working relationships with students, parents, and school staff.
12. Collaborates with peers to enhance the instructional environment.
13. Participates in training opportunities as established by building principal.
14. Meets professional obligations through efficient work habits such as: following meeting protocol, honoring schedules, and meeting collaborative assignment deadlines.
15. Maintains control of storage and security of school owned property.
16. Keeps informed of the industrial community's job-entry requirements and instructs students in the rudiments of getting and retaining these jobs.
17. Participates in faculty committees and the sponsorship of student activities.
18. Performs other duties and responsibilities as assigned by their supervisor. All work responsibilities are subject to having performance goals and/or targets as part of the teacher evaluation process.

PHYSICAL DEMANDS: Ability to move around in the instructional area.

TERMS OF EMPLOYMENT: Base annual contract of nine months as per approved school calendar; compensation as per adopted salary schedule.

TYPE OF POSITION: EXEMPT

EVALUATION: Evaluated annually by the building administrator

BOARD APPROVED: February 21, 2019