



TEACHER

TEACHER (SECONDARY CTE)

JOB DESCRIPTION

JOB TITLE: Teacher - Secondary Career and Technical CTE
REPORTS TO: Campus Principal
LOCATION: Assigned Building

FLSA STATUS: Exempt
PAY GRADE: TCH
DAYS: 188
JOB ID & DATE: TCH-13 | October, 2023

JOB PURPOSE SUMMARY

The Career and Technical Education (CTE) Program Teacher is responsible for providing quality instruction, guidance, and mentorship to high school students pursuing a variety of CTE pathways. The teacher will facilitate learning experiences in areas such as culinary arts, engineering, automotive technology, business, coding, digital media, health sciences, and education, helping students gain practical skills and knowledge for future careers.

REQUIREMENTS

Education Level Details

Bachelor's degree in a relevant field. Documented work experience and industry certifications may be substituted for a degree in some instances

License / Certification Required

Colorado Certification in the discipline, or, CDE Authorization

Work Experience Required

need

Other Skills and Abilities Required

Effective teaching and communication skills.
Strong leadership, discipline, and organizational abilities.
Commitment to character development and the well-being of students.
Ability to pass background checks and meet other eligibility requirements for working with high school students.

EVALUATION

Performance will be evaluated annually in accordance with provision of the Board's policy on evaluation of professional personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

INSTRUCTIONAL STRATEGIES

- Develop and implement lesson plans that fulfill the requirements of the district's curriculum program and show written evidence of preparation as required. Prepare lessons that reflect accommodations for differences in individual students. Design instructional activities which enhance the objectives and which reflect an interdisciplinary/thematic approach to teaching.

- Plan and use appropriate instructional and learning strategies, activities, materials, equipment, and technology that reflect understanding of the learning styles and needs of students assigned and present subject matter according to guidelines established by the district, board policies, and administrative regulations.
- Conduct assessment of student learning styles and use results to plan instructional activities.
- Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).
- Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.
- Uses technology to strengthen the teaching/learning process
- Plan and assign work to instructional aide(s) and volunteer(s) and oversee completion.
- Develop and implement a comprehensive CTE curriculum that aligns with state standards and industry requirements for various pathways.
- Design engaging lesson plans and hands-on activities that cater to the specific needs of each CTE program.
- Ensure a safe and compliant learning environment for all CTE programs, adhering to industry-specific safety standards and regulations.
- Incorporate technology and digital tools into the curriculum to reflect industry practices and advancements in each CTE pathway.
- Administer assessments and evaluate student performance, providing feedback and support for their academic and technical growth.
- Facilitate internships, co-op programs, and apprenticeships for students to gain real-world experience in their chosen CTE pathways.
- Assist students in exploring career options, setting career goals, and connecting them with industry professionals and resources.

CONTENT SPECIFIC DUTIES AND RESPONSIBILITIES

CULINARY ARTS

- Instruct students in culinary techniques, food preparation, kitchen safety, and menu planning.
- Oversee kitchen facilities, equipment, and food inventory.

ENGINEERING AND CONSTRUCTION

- Teach principles of engineering, design, and problem-solving.

- Provide students with hands-on experiences, including projects and experiments.

AUTOMOTIVE TECHNOLOGY

- Instruct students in automotive repair, maintenance, and diagnostics.
- Supervise the automotive workshop and ensure the safe use of tools and equipment.

BUSINESS

- Cover various aspects of business, including entrepreneurship, marketing, finance, and management.
- Encourage students to develop business plans and participate in entrepreneurial projects.

DIGITAL INFORMATION TECHNOLOGY | CODING

- Teach computer programming languages, software development, and coding skills.
- Guide students in creating and debugging software applications.

DIGITAL MEDIA

- Instruct students in multimedia production, graphic design, video editing, and digital communication.
- Oversee the use of digital media equipment and software.

HEALTH SCIENCES

- Provide instruction in healthcare practices, medical terminology, and patient care.
- Facilitate hands-on learning in simulated healthcare environments.

EDUCATION FOUNDATIONS (SOAR)

- Prepare students for careers in education by teaching pedagogy, classroom management, and child development.
- Provide opportunities for students to gain practical teaching experience.

STUDENT GROWTH AND DEVELOPMENT

- Showcase the academic performance of students.
- Conduct ongoing assessment of student achievement through formal and informal testing.
- Be a positive role model for students; support the mission of the school district.

CLASSROOM MANAGEMENT AND ORGANIZATION

- Create classroom environments conducive to learning and appropriate for the physical, social, and emotional development of students.
- Manage student behavior in accordance with the Student Code of Conduct / student handbook.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

PROFESSIONAL GROWTH AND DEVELOPMENT

- Participate in staff development activities to improve job-related skills.
- Comply with the Colorado Department of Education, district, and school regulations and policies for classroom teachers.
- Attend and participate in faculty meetings and serve on staff committees as required.
- Assist in selecting books, equipment, and other instructional materials.
- Compile, maintain, and file all reports, records, and other documents required.

POLICY, REPORTS AND LAW

- Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
- Comply with all district and campus routines and regulations.
- Perform other duties as assigned by the building principal and the Superintendent of Schools.

BUDGET RESPONSIBILITIES

- Compile and maintain records of instructional materials and supplies.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 40 pounds.

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office or school environment including classrooms, cafeterias, hallways, playgrounds, gyms, and other spaces accessible to students. The Employee may be required to work from a remote

location in the event of a district shut-down or other event.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

Employee Printed Name: _____ Employee ID Number: _____
Signature: _____ Date: _____