

NATOMAS UNIFIED SCHOOL DISTRICT

CAREER AND TECHNICAL EDUCATION (CTE) TEACHER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Salary Placement

Certificated Salary Schedule

DEFINITION

To plan, prepare and implement lesson plans and activities for assigned CTE program and classes; to provide instruction; to evaluate student progress and provide special assistance as necessary; and to perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Principal.

Exercises functional and technical supervision over instructional support staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS -- Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Prepares students for entry-level employment, advanced training, or career advancement following adopted CTE and industry standards.
2. Plan and prepare lessons; identify and select instructional support material; provide instruction to students that develops students' skills that will be required for students to master appropriate career competencies.
3. Plan, assign, and direct the work of instructional support staff; train staff and review work practices.
4. Establish standards of student performance which can be quantitatively and qualitatively evaluated; prepare tests and assignments; correct papers and monitor student progress; prepare progress reports and report cards.
5. Maintains classroom and equipment, ensures classroom and or learning space is neat, safe and maintained.
6. Assist administration to develop and maintain good communication and professional collaboration with other instructors, including CTE and single subject, business community, partner agencies.
7. Assists site administration in recruitment of students and marketing of CTE program.

8. Assists site administration in student placement activities.
9. Assist specialist in the identification, assessment, and resolution of special student problems; participate in I.E.P. and Student Study Committee meetings, as appropriate.
10. Administer group tests in accordance with district and school testing programs; assess test results; identify student needs and provide appropriate instructional activities.
11. Develop goals and prepare and implement specific objectives for classes and CTE program according to Board and District policy.
12. Communicate with parents and students regarding the educational and social progress of students; identify areas for improvement.
13. Supervise students; enforce District and school rules, regulations, policies and procedures; recommend disciplinary actions, as necessary.
14. Participate in professional group meetings; stay abreast of changes and new developments related to teaching techniques or new industry related developments or practices
15. Attend inservice training, faculty and other appropriate meetings.
16. With support of administration, establish a new, or join a current and applicable CTE advisory committee which will include representatives from related businesses, industry, labor, professional organizations, higher education, and other public and/or private agencies providing the same or related training and hold a minimum of one meeting during each school year.
17. Lead student engagement and recruitment for pathway courses
18. Annually prepare and submit a pathway budget and make requests for materials and supplies, not to exceed the amount and types of expenditures set forth in the approved budget
19. Annually track student 'participant', 'concentrator', and 'completer' data in the District's student information system.
20. Annually prepare and submit a course of study including program objectives, student performance objectives.
21. If applicable, work with administration and other pertinent staff to get pathway courses UC/CSU 'a-g' approved
22. If applicable, work with administration and other pertinent staff to get pathway courses dual enrolled with a local community college

Marginal Functions:

1. Exercise supervision and care over books, supplies, and equipment; instruct students on proper use and preservation of school properties, per industry standards
2. Maintain a clean and safe classroom and learning environment.
3. Participate in extracurricular activities.
4. Procure and order supplies and equipment.
5. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Knowledge of relevant industry standards, requirements, safety policies, best practices and procedures

Instructional methods and techniques.

Teaching principles and practices.

Curriculum for assigned CTE program.

Pertinent Federal, State, and local laws, codes and regulations.

Recent developments, current literature and information related to curriculum and instruction as well as industry-related developments

Classroom management practices.

Ability to:

Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 50 pounds to waist height

Operate assigned equipment, per relevant industry sector and safely guide students using industry-related equipment and supplies

Prepare and implement lesson plans

Assess student needs and develop appropriate instructional material

Motivate and manage students

Work effectively with students and parents

Communicate clearly and concisely, both orally and in writing

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- Walking or standing for extended periods of time

Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Communicating with others
- Reading and writing
- Operating assigned equipment and materials

Maintain mental capacity which allows the capability of:

- Making sound decisions
- Demonstrating intellectual capabilities.

Education, Experience and Training Guidelines

Evidence of a minimum of three years of verifiable work experience in the related industry sector. One year equals a minimum of 1000 clock hours and the experience may be full-time or part-time, paid or unpaid.

High School diploma requirement by one of the following methods:

- a. Possess a high school diploma
- b. Possess a diploma based on passage of the GED Test
- c. Posses the foreign equivalent of a high school diploma

License or Certificate

Possession of a California Single Subject Credential or a California Designated Subjects Career Technical Education (CTE) Teaching Credential authorizing instruction per the assigned program, or working to obtain a CTE credential.

WORKING CONDITIONS

Environmental Conditions:

Classroom environment

Employees in this position will be required to work indoors in a standard and CTE classroom environment, as well as outdoors, and come in direct contact with school staff, district staff and the public.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary