

JOB TITLE: CAREER AND TECHNICAL INSTRUCTOR

QUALIFICATIONS:

1. Provide verification of a minimum of 6,000 hours of direct occupational experience in the food service industry within the most recent ten years
2. Baccalaureate Degree from an accredited institution with a major in the area to be taught and 4,000 hours of related employment
3. Associates Degree from an accredited institution with a major in the area to be taught and 5,000 hours of related employment.

JOB GOAL: To assist students in learning subject matter and skills that will contribute to their specific technical field.

PERFORMANCE RESPONSIBILITIES:

Planning and Organization

1. Prepares effective and appropriate lesson plans and learning experience consistent with district and state curriculum
2. Organizes the classroom environment to ensure that students are actively engaged in learning
3. Communicates expectations to students
4. Develops and maintains a professional portfolio
5. Incorporates community resources in the learning process

Instruction and Learning

6. Connects content to the authentic experiences of students
7. Is sensitive and responsive to how students learn
8. Guides student behavior in a positive and constructive manner
9. Uses various instructional strategies to enhance and motivate student learning
10. Understands the various developmental levels of students
11. Promotes responsible, self-directed learners

Assessment and Evaluation

12. Uses various methods for assessing student performance
13. Uses prior student performance (achievement) to plan new learning opportunities
14. Records and reports student progress on a regular basis
15. Provides students and parents with evaluative information
16. Seeks input from parents and students
17. Promotes the development of self-assessment skills

Student Orientation

18. Demonstrates a commitment to students' social and personal success
19. Demonstrates a commitment to students' academic success
20. Demonstrates a commitment to students' health, safety, and welfare
21. Builds positive interpersonal relationships with students

Professional Relationships

22. Collaborates with parents to support students' success

23. Collaborates with members of the school communities
24. Collaborates with colleagues

Professional Responsibilities

25. Participates in district and school level professional learning activities
26. Follows district and school policies and procedures
27. Responds in a constructive manner to recommendations from the Professional Learning Team (PLT)
28. Maintains current information on district website
29. Assumes responsibilities outside the classroom as they relate to school
30. Maintains current knowledge of teaching and learning
31. Demonstrates self-directed professional growth that should include self-assessment and reflection that is continually updated to impact students
32. Perform other duties as assigned by administrators

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Signed: _____ Date: _____
(Career/Technical Instructor)

Signed: _____ Date: _____
(Career Center Director)