

## SCHOOL DISTRICT OF BRADFORD COUNTY

### Teacher, CTE, Secondary, Computer Programming

#### JOB DESCRIPTION

**SPECIFIC ASSIGNMENT:** Responsible for instruction of designated content area(s)/courses in a classroom setting within a secondary school.

#### **SPECIFIC DUTIES:**

- Communicate with students and school/district personnel regarding student progress.
- Engage with local business community to partner with the CTE program.
- Participate as local chapter advisor for the appropriate Career and Technical Student Organizations (CTSO).
- Engage in continuous improvement and professional development, including earning appropriate industry certifications.
- Ability to work independently.

**QUALIFICATIONS:** The requirements listed below are representative of the knowledge, skill, and/or ability required to perform this job successfully.

**Education:** At least a bachelor's degree. Degree or formal training in content area preferred.

**Certificates/Licensure/Registrations:** Florida Professional Educator Certificate required.

**Language Skills:** Read, analyze, and interpret all kinds of documents. Respond to inquiries or complaints from students, regulatory agencies, or community.

**Mathematical Skills:** Work with math concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability:** Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills:** Basic computer skills including Microsoft Office and Google.

**COMPETENCIES:** The following competencies are representative of specific skills, abilities, and attributes that must be demonstrated to perform this job successfully.

**Communication** – Expresses ideas and thoughts verbally and in written form. Exhibits good listening and comprehension skills. Keeps others adequately informed. Selects and uses appropriate communication methods.

**Job Knowledge** – Displays work-related skills and knowledge appropriate to subject matter. Demonstrates appropriate technical skills or knowledge required to perform the essential duties as described in the job description.

**Judgment** – Displays willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision-making process. Makes timely decisions.

**Project Management** – Develops and coordinates projects; communicates changes and progress, completes projects on time and budget; manages project team activities.

**Planning and Organizing** – prioritizes and plans work activities; uses time efficiently; plans for additional resources; integrates changes smoothly; sets goals and objectives; works in an organized manner.

**DISTRICT EXPECTATIONS:** All employees are expected to demonstrate regular and predictable attendance; to support the District's vision and mission; to engage in civility, respect and professionalism; and to maintain the professional knowledge and skills necessary to perform the essential duties and responsibilities of their positions.

**REPORTS TO:** North Florida Technical College, Director

**SUPERVISES:** N/A

**PHYSICAL REQUIREMENTS:**

Ask for specs on this.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of the job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel

**NOTE:** School Board Policy ensures equal opportunity for all in its personnel policies and practices and does not discriminate on the basis of race, color, sex, religion, national origin, marital status, sexual orientation, gender preference, political beliefs, social and family backgrounds, disability or age.

The district accords preference in selection, retention, and promotion procedures to certain veterans and spouses of veterans who are Florida residents.