



JOB DESCRIPTION

CTE Teacher - Building and Construction Trades Transportation and Logistics Trades



Reports to:	Site Administrator & Director of Career Navigation	Employment Group / Salary Range:	Certificated
Dept:	Educational Services	FLSA:	exempt
Annual Work Days:	185	Formal Review Date: Board Approval Date:	June 30, 2025 July 7, 2025

PRIMARY FUNCTIONS

Under the site administrator and Director of Career Navigation, the CTE Instructor will deliver high-quality forklift/operator training and skills related to warehousing knowledge in alignment with California's CTE standards. The instructor will prepare students for OSHA-compliant forklift certification and warehousing skills in alignment with approved curriculum, ensuring their readiness to operate industrial lift equipment safely and effectively in real-world settings.

ESSENTIAL DUTIES & RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

- Implement the California CTE curriculum in the Transportation, Distribution & Logistics pathway.
- Teach both theoretical and hands-on forklift operation, including capacity, stability, maneuvering, and maintenance.
- Teach both theoretical and hands-on skills related to warehousing, inventory control, and warehouse operations as aligned by California CTE standards.
- Ensure instruction aligns with OSHA forklift standards and California regulations.
- Administer theoretical assessments and hands-on performance tests required for forklift certification and warehouse operations.
- Maintain accurate student records (attendance, grades, safety logs, certifications, work-based learning).

- Manage training facility, equipment, and materials; ensure forklift fleet is safe, inspected, and certified.
- Develop and evaluate course materials: lesson plans, instructional aids, assessments, and safety protocols.
- Collaborate with local employers for job-shadowing and internship opportunities.
- Attend professional development and network with industry partners and fellow CTE instructors.
- Foster a positive and inclusive classroom environment that promotes safety, motivation, and career readiness.

QUALIFICATIONS

Education and Experience:

- Valid CA CTE Credential in Building and Construction Trades, Transportation or similar field.
- OSHA Forklift Trainer Certification or willingness to obtain within 3 months of hire.
- Optional but preferred: Certified Forklift Operator through NPORS, International Forklift Training, or equivalent.
- Minimum 3 years' experience operating and training on various forklifts (counterbalance, reach-trucks, pallet jacks) and warehousing.
- Prior teaching/training experience in a CTE, trade school, industrial, or warehouse setting.

Licenses, Certificates and Other Requirements:

- Valid CA Driver's License
- Maintain Auto Insurance

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Skills and Abilities to:

- Strong knowledge of OSHA forklift standards and California workplace safety laws.
- Excellent interpersonal and communication skills.
- Capacity to engage students using hands-on learning and real-life scenarios.

- Organized and safety-minded with attention to certification compliance and documentation.
- Collaborative and adaptable to industry and educational partnership initiatives.
- Proficient with Microsoft Office Suite and student management systems.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this class, employees are regularly required to talk or hear, in person and by telephone; sit, walk and stand; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 50 pounds.

Mental Demands:

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; observe and interpret people and situations; learn and apply new information and skills; perform highly detailed work; work on multiple, concurrent tasks.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Employees work under typical office conditions subject to frequent public contact and interruption and to intermittent exposure to individuals acting in a disagreeable fashion.

The employee may be required to travel to locations other than the assigned work site and to adjust to work schedule changes.

EMPLOYEE CERTIFICATION OF JOB DESCRIPTION

I hereby acknowledge that I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree that nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon the execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district, where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties, and responsibilities, or the physical, mental, and social requirements of this job.

Employee Signature

Date

Name Printed