



# 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 | **CALENDAR B**  
**JOB ID & DATE:** TCH-13 | October, 2023

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### JOB PURPOSE SUMMARY

The Career and Technical Education (CTE) Teacher is responsible for delivering high-quality instruction in designated CTE pathways, including but not limited to culinary arts, engineering, automotive technology, business, information technology, digital media, health sciences, and education foundations. The teacher will support students in acquiring the academic, technical, and employability skills necessary to succeed in postsecondary education, workforce opportunities, and industry certification. The teacher will also serve as a mentor, advisor, and role model, encouraging students to pursue meaningful and career-aligned learning experiences.

### 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

Prior teaching or industry experience in a CTE-related field.

#### 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.

#### 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.

#### Communications

- Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.

#### 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 all applicable federal laws, including the Individuals with Disabilities Education Act (IDEA), and Title I and Title III program requirements (as applicable), along with other national regulations governing K–12 public education.
- Comply with all State of Colorado education laws and regulations, including the Colorado READ Act (if applicable), the Exceptional Children’s Educational Act (ECEA) (if applicable), and all standards and guidelines established by the Colorado Department of Education (CDE).
- Follow all relevant Board of Education policies and Adams 14 Operational Policies related to curriculum, instruction, assessment, safety, student services, and professional conduct.
- Adhere to district-level procedures and school-based expectations regarding instruction, family communication, data reporting, and school improvement planning.
- Perform other duties as assigned by the building principal or the Superintendent of Schools.

### Budget Responsibility

- Compile and maintain records of instructional materials and supplies.

## **SUBJECT SPECIFIC DUTIES AND RESPONSIBILITIES**

### Culinary Arts

- Teach food preparation, safety, nutrition, and kitchen operations
- Oversee commercial kitchen facilities and manage inventory
- Facilitate student participation in culinary competitions, catering events, or internships with local restaurants and food service providers

### Engineering and Construction

- Deliver instruction in design thinking, structural principles, and applied engineering
- Support hands-on projects using modeling software and construction tools
- Connect students with engineering competitions, construction site visits, externships, or mentorships with industry professionals

### Automotive Technology

- Instruct students on vehicle systems, diagnostics, and repair
- Ensure student safety and tool accountability in the workshop
- Offer students opportunities for job shadowing, internships at local repair shops, or participation in skills competitions

## Business

- Teach entrepreneurship, marketing, finance, and business management
- Guide students in developing business plans and financial literacy
- Provide real-world learning through market simulations, partnerships with local businesses, and student-run enterprises

## Digital Information Technology

- Teach computer science fundamentals, including software development and ai
- Lead projects in app or website creation and troubleshooting
- Support students in participating in hackathons, internships with tech companies, or coding competitions

## Digital Media (Including AI)

- Instruct students in multimedia production, graphic design, video editing, digital storytelling, and communication using both ai and traditional technology applications
- Integrate artificial intelligence topics, including ethical use, creative AI tools, and introductory AI development
- Support students in developing AI-enhanced media projects and applications
- Provide real-world experiences through internships with media firms, participation in film festivals, content creation contests, or collaborations with local businesses and organizations

## Health Sciences

- Provide foundational instruction in healthcare practices, terminology, and ethics
- Facilitate simulations and real-world skill application using healthcare equipment and scenarios
- Connect students with medical externships, healthcare facility tours, or certification preparation experiences

## Education Foundations (SOAR)

- Prepare students for careers in teaching, including pedagogy and child development
- Support field experiences and reflective practice in educational settings
- Facilitate partnerships with elementary schools, mentorship programs, or youth-focused educational events

## **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.

### **TRANSPARENCY IN PAY AND BENEFITS**

Adams 14 is committed to transparency in compensation and benefits and complies with Colorado's Equal Pay for Equal Work Act. We offer a competitive and comprehensive benefits package designed to support the health, financial security, and well-being of our employees.

Compensation for this position is **\$64,501 to \$121,414** per year (2025-2026), based on verified experience and qualifications, and aligned with the Adams 14 salary schedule. This position is scheduled for **188** work days annually. Additional compensation opportunities may be available through stipends or supplemental assignments, depending on job responsibilities.

Benefits include: Paid Time Off (PTO), Medical, dental, and vision insurance plans, District contributions to Health Savings Accounts (HSA), Flexible Spending Accounts (FSA), Employee Assistance Program (EAP) with free and confidential support services, Wellness and preventive care programs. Voluntary coverage options for life insurance, accidental death and dismemberment (AD&D), critical illness, cancer care, legal assistance, and accident insurance are available for all full-time staff.

Retirement and voluntary benefits include: Membership in the Colorado Public Employees' Retirement Association (PERA) and optional retirement savings plans including 403(b) and 457(b).

For more detailed information, please review the Adams 14 Employee Benefits Guide, available on the District website

Employee Printed Name: \_\_\_\_\_  
Signature: \_\_\_\_\_

Employee ID Number: \_\_\_\_\_  
Date: \_\_\_\_\_