

**TITLE:** Career Technical Education (CTE) Teacher (Modern Manufacturing)

**JOB GOAL:** To implement an educational program for the designated grade level and career technical subject area using the current designated course of study.

**REPORTS TO:** Career and Technical (CTE) Director and Principal

**MINIMUM QUALIFICATIONS:**

1. Ability to meet suitability criteria for employment and/or certification/licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
2. Ability to develop and implement curriculum and programming specific to the needs of students at the designated grade level(s) and in the designated content area(s)/subject(s).
3. Proficiency in oral and written communication skills.
4. Effective interpersonal skills, with an emphasis on communication and collaboration with a wide variety of people and groups.
5. Ability to solve problems as a productive team member.
6. Ability to use technology to communicate, plan and provide instruction, facilitate student learning, manage data, and produce/submit required reports, correspondence, and/or financial information.
7. Physical strength, mobility, dexterity, stamina, and acuity to perform job responsibilities.
8. Ability to be punctual and in regular attendance.
9. Such alternatives to the above qualifications as the Board may require.

**PERFORMANCE RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:**

1. Demonstrates support for the school system and its vision, goals, and priorities.
2. Demonstrates knowledge and understanding of career technical education in the subject/field/cluster assigned.
3. Demonstrates knowledge of current educational research and implements best instructional practices.
4. Demonstrates and models regular and predictable attendance.
5. Utilizes technology to plan and provide instruction and facilitate student learning.
6. Models appropriate and innovative use of technology for students.
7. Facilitates and monitors the integration of technology in the classroom.
8. Creates or selects long-range instructional plans based on a review of system and state curriculum priorities, student profiles, and instructional priorities. Page 2 of 3
9. Defines goals and objectives for long-range instructional, departmental, and daily lesson plans.
10. Sequences content and activities appropriately; paces lessons and instruction to encourage student achievement.
11. Instruct students in the use, care, maintenance, and safe operation of program equipment and tools in the assigned field of instruction.
12. Maintains contact with business/industry community to keep abreast of job entry requirements, current technology and practices in the designated content field, and for student referrals and placements.
13. Develops, implements, and revises instructional plans and lessons according to State standards.

14. Establishes and maintains a learning environment in which students are actively engaged in the learning process.
15. Provides instruction in workplace skills (e.g. punctuality, interpersonal relationships, leadership, problem-solving, ethics, and good work habits).
16. Plans and attends Career Technical Advisory Committee meetings to determine program needs and to maintain positive business/industry relationships.
17. Maintains instructional momentum with smooth and efficient transitions from one activity to another.
18. Interprets and uses data (including but not limited to standardized and other test results) for instructional planning and program evaluation.
19. Uses ongoing assessment, traditional and alternative, to monitor student progress, to verify that learning is occurring, and adjust curriculum and instruction.
20. Provides feedback to students about the appropriateness of responses and quality of work with a focus on improving student performance.
21. Administers standardized tests in accordance with directions provided, including proctoring and secure handling of materials.
22. Engages in continuing improvement of professional knowledge and skills.
23. Supports school improvement initiatives by active participation in school activities, events, ceremonies, services, and programs.
24. Attends local, state, and national staff development programs, workshops, and conferences to improve professional performance and knowledge as requested.
25. Maintains confidentiality regarding school/workplace matters in accordance with state and federal law.
26. Demonstrates initiative in identifying potential problems and/or opportunities for improvement in areas of responsibility.
27. Responds to inquiries and requests in a timely and positive manner.
28. Maintains and submits required reports, records, and correspondence promptly and accurately.
29. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local laws.
30. Actively recruits students to participate in their Career Tech Student Organization (CTSO) affiliated with their program area.
31. Encourages, supervises, and prepares CTSO career development event teams as appropriate to the members' interest.
32. Through their program's CTSO, assists students to develop those attitudes and skills in citizenship leadership, and human relations which will contribute to their personal and occupational success.
33. Adheres to Alabama CTSO membership guidelines, dues, fees, and reports.
34. Prepares annual budgets, and orders supplies, instructional materials, and equipment according to local and state procedures.
35. Maintains inventory records of purchased consumables as required.
36. Reports absences and takes leave in accordance with Board policies and procedures.
37. Performs any other job-related duties as assigned by Supervisor(s).

**SALARY:** Based on the 9-month Bessemer City Schools System Salary Schedule

**TERMS OF EMPLOYMENT:** Based upon Board approval

**EVALUATION:** Performance will be evaluated according to board policy.

**This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Bessemer City School System reserves the right to amend the job description as needed.**

#### **NON-DISCRIMINATION STATEMENT**

The Bessemer City School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Dr. Jemeka Thomas, Section 504; and Title IX Coordinator

1621 – 5<sup>th</sup> Avenue, North

Bessemer, AL 35021

Phone: 205-432-3028 Email: [title9@bessk12.org](mailto:title9@bessk12.org)