



JOB DESCRIPTION

JOB TITLE: Career and Technical Education Teacher (CTE)
High School

REPORTS TO: Principal

WAGE/HOUR STATUS: Exempt

PAY GRADE: Teacher Salary Scale

PRIMARY PURPOSE:

The High School CTE Teacher is responsible for developing a curriculum to teach students entry-level skills for specified areas of employment consistent with state regulations and District, philosophy, policies and procedures.

All employees of SISD are expected to act with integrity, support organizational goals, communicate in a clear and respectful manner, championing the needs of our students and drive continuous improvement.

QUALIFICATIONS:

Required:

- Bachelor's degree from an accredited college or university
- Valid Texas teaching certification

Preferred:

- At least one year of student teaching or approved internship

SPECIAL KNOWLEDGE/SKILLS:

- General knowledge of curriculum and instruction
 - Ability to instruct students and manage their behavior
 - Strong organizational, communication and interpersonal skills
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MAJOR REPONSIBILITIES AND DUTIES:

- Coordinates with the Director of Career & Technical Education to meet state guidelines and to provide a consistent program for the District.
- Provides instruction consistent with District curriculum.
 - Plans and administers individualized study programs to meet students' needs.
 - Conducts safety training and maintains appropriate documentation consistent with the course curriculum and District requirements.
 - Maintains discipline in accordance with local policy.
- Works with Director of Career & Technical Education in developing and revising curriculum.
 - Identifies needed curriculum changes and reports these to the CTE Director.
 - Participates in the development and revision of curriculum
 - Participates in approved staff development programs.
- Cooperates with Director of Career and Technical Education in maintaining the records needed for local and state reports.
 - Maintains records to verify student accomplishment of competencies required in the curriculum.
 - Incorporates these records into grade reporting and interpreting for building requirements and parents.
 - Maintains necessary records for CTE reporting requirements.
 - Assists Director in obtaining follow-up data on CTE graduates.
- Performs duties in a professional manner consistent with state regulation and program standards for CTE education.
- Provide opportunities for student participation in a local chapter of an approval student leadership organization related to the CTE program taught.
- Coordinates activities of the program advisory committee as requested by the Program Director.
- Complies with the position description of the classroom teacher.
- Remains current in the area of CTE education through professional organizations and workshops.
- In a cooperative CTE program, the teacher-coordinator visits each employment site at least six times during the school year.
 - Provides students with job leads.
 - Helps students prepare proper resumes, application letters and applications.
 - Counsels students concerning on-the-job problems.



- Performs other appropriate duties as assigned by principal.

WORKING CONDITIONS:

The usual and customary methods of performing the job's functions require the following physical demands: physical mobility, standing, prolonged sitting, some lifting, carrying, pushing, and/or pulling. This position will also require both traveling within the district and state wide. Mental demands: Ability to solve problems and deal with a variety of situations; ability to interpret a variety of data; ability to interpret TEC and policy; ability to apply knowledge of current research and theory, ability to be effective in both oral and written communication; ability to maintain emotional control under stress.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.