

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

CAREER AND TECHNICAL EDUCATION INSTRUCTOR

SALARY SCHEDULE: TEACHER

COST CENTER: SUNCOAST TECHNICAL COLLEGE

QUALIFICATIONS:

- (1) Bachelor's degree and two years of experience, or Associates degree and four years of experience, or High School Diploma/GED and six years of experience in the CTE field of the subject area.
- (2) Certified or certifiable by the district as a career and technical education instructor in the appropriate subject area or eligible for a state issued certificate.
- (3) Holds certification in the career and technical subject area or other appropriate national certification approved by Florida Department of Education.

KNOWLEDGE, SKILLS AND ABILITIES:

Positive interpersonal skills. Skill in motivating and engaging students. Effective communication skills (written and oral). Basic computer skills. Ability to organize, prioritize, and manage time well. Good listening skills. Ability to manage large groups. Demonstrated proactive orientation. Knowledge of CTE subject area, regulations and codes. In-depth knowledge of equipment necessary or typically used in CTE area. Ability to meet, on a limited basis, responsibilities beyond the regular school day for career/technical student organizations (SkillsUSA, HOSA, etc.). Knowledge of research, current trends, and best practices in the CTE subject area. Ability to work effectively with diverse student populations, administration and staff at STC (Suncoast Technical College).

REPORTS TO:

Program Manager or designee

JOB GOAL

To provide an educational atmosphere in which students will move toward the fulfillment of their potential for intellectual, emotional, physical and psychological growth and maturation in accordance with District philosophy, goals and objectives.

SUPERVISES:

Secondary (dual enrolled) and post-secondary students.

PERFORMANCE RESPONSIBILITIES:

- *(1) Promote the highest possible student CTE achievement, including completion of program and placement into local workforce.
- *(2) Implement and assess the assigned CTE instructional program at STC.
- *(3) Oversee the student CTE testing program for the career subject area.
- *(4) Follow guidelines for proper student conduct and implement disciplinary procedures and policies that ensure a safe and orderly environment.
- *(5) Ensure instruction curricula is aligned with District, State and STC goals and frameworks.
- *(6) Maintain and model high standards of professional conduct. Set high standards and expectations for self, others, and school.
- *(7) Provide recognition and celebration for student, staff and school accomplishments.
- *(8) Provide leadership and direction for developing the best possible learning/teaching environment.
- *(9) Cooperate with and support the horizontal and vertical articulation of curriculum within STC, as well as between STC, secondary schools and higher education.

CAREER AND TECHNICAL EDUCATION INSTRUCTOR, (Continued)

- * (10) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- * (11) Adjust strategies to accommodate unexpected situations.
- * (12) Understand and utilize collaborative planning strategies.
- * (13) Collaborate with others in choosing courses of action.
- * (14) Promote and support changes in curriculum, technology, and school processes.
- * (15) Build teams to accomplish plans, goals, and priorities.
- * (16) Facilitate problem-solving by groups and individuals.
- * (17) Work with employers and other stakeholders to resolve complaints or concerns.
- * (18) Communicate effectively both orally and in writing with employers, students, teachers, and the community.
- * (19) Be proactive in recognizing and solving school and student concerns.
- * (20) Initiate and offer opportunities for an authentic learning and skills assessment environment in the assigned CTE subject area.
- * (21) Use current research, performance data, and feedback from employers, industry experts, students, teachers, community, and other stakeholders to make decisions related to improvement of instructional assessment, content and curriculum, and student performance.
- * (22) Cooperate and support development of the master schedule and the STC student data system and scheduling needs in a timely manner.
- * (23) Use technology effectively and support the use of effective technology for student learning and CTE achievement.
- * (24) Cooperate with and support selection of textbooks, materials, and equipment.
- * (25) Cooperate with and support procedures for student, teacher, industry/employers, and community evaluation of curriculum.
- * (26) Cooperate with and support special projects that may be assigned, or other CTE related assignments, for the enhancement of the school, CTE curriculum, and student achievement.
- * (27) Inventory and ensure the security of STC property assigned.
- * (28) Cooperate with and support procedures implemented to monitor the accurate and timely completion of data collection and reporting requirements.
- * (29) Cooperate with and support the supervision of all extracurricular and CTE programs at STC.
- * (30) Support STC activities including recruitment, retention, guidance, dropout prevention, health services, attendance, grading, testing, CTE certification, completion rates, and placement rates.
- * (31) Maintain the minutes of the program's advisory committee that meets at least two times per school year.
- * (32) Cooperate with and support procedures for participation in school accreditation and monitor accreditation standards at STC.
- * (33) Participate in District, STC and Department meetings and other activities to enhance professional development.
- * (34) Communicate, through the proper channels, to keep the Program Manager, Assistant Director, Adult/ Career and Technical Education Executive Director, and Superintendent informed of impending problems or events of unusual nature.
- * (35) Attend STC-related activities and events including, but not limited to, graduation ceremonies, career-technical student organization, and other related CTE or instructional activities.
- * (36) Use District e-mail application effectively.
- * (37) Cooperate with and support District instructional staff in program planning.
- * (38) Develop positive STC/community relations and serve as a representative of the STC in the community, and at trade and professional organization activities.
- * (39) Attend and participate in staff meetings to discuss policy changes, instructional programs, potential concerns, and resolution of existing issues.
- * (40) Promote and market STC and its programs to the community.
- * (41) Cooperate with and support procedures used in the event of school crisis and/or civil disobedience and provide leadership in the event of such happenings.
- * (42) Make difficult decisions when necessary, including dealing with ineffective student or stakeholder performance.
- * (43) Cooperate with and support procedures for resolution of discipline issues.
- * (44) Act quickly and decisively to stop possible breaches of safety, ineffective procedures, or interference with instruction or school operations.

CAREER AND TECHNICAL EDUCATION INSTRUCTOR, (Continued)

(45) Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

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

Job Description Supplement No. 03

*Essential Performance Responsibilities