

**JOB TITLE:           TEACHER OF CAREER AND TECHNICAL EDUCATION**  
Revised 6/16/98

**JOB DESCRIPTION:**

This employee is responsible for organizing and implementing an instructional program and meeting the duties of teaching as outlined in laws and policies.

Duties of this position include but are not limited to:

1.    Planning
  - a.    Designing the career and technical education program so that it is consistent with the total educational philosophy of the district.
  - b.    Continuing professional growth through educational meetings, visiting related facilities, membership in professional organizations, reading professional literature, and exchanging ideas among the district staff.
  - c.    Working in coordination with other career and technical education teachers and other departments in planning, integrating, and developing the educational program.
  - d.    Designing the career and technical education program to enhance both academic and career and technical skills.
  
2.    Programming
  - a.    Preparing educational plans for students based on individually assessed needs in accordance with the district's philosophy, goals, and objectives.
  - b.    Using appropriate and varied assessment instruments pertinent to instruction to assess student progress.
  - c.    Developing and maintaining a classroom environment conducive to effective learning.
  - d.    Preparing lesson plans which incorporate varied instructional techniques, multi-media, integration strategies designed to meet the educational, multi-social and emotional needs of the students.
  - e.    Taking all necessary and reasonable safety precautions to protect students, materials, equipment and facilities.
  - f.    Maintain a current and accurate inventory of all equipment, tools, and supplies.
  - g.    Participating in the in-school staffing and screening processes, parent conferences, career and technical education department meetings, and interdisciplinary team planning.
  - h.    Assisting in upholding and enforcing school rules, safety rules, administrative regulations, and School Board Policies.
  - i.    Assisting in the selection of books, equipment and other multi-media instructional materials.
  - j.    Providing for his/her own professional growth through an ongoing program of reading, membership in professional organizations, inservice training, and institutions of higher learning.
  - k.    Establishing and maintaining the co-curricular vocational student organization appropriate to the subject area.
  
3.    Public Relations
  - a.    Cooperating with school personnel in coordinating ESE services within that school.
  - b.    Establishing and maintaining cooperative relations with other employees, departments, and schools.

- c. Assisting in providing information to community groups and parents concerning career and technical education programs.
  - d. Assisting in coordinating and providing news releases for local news media, district newsletters, and other forms of communication.
  - e. Working to establish and maintain open lines of communication with students, their parents, as well as business and industry concerning student performance in the career and technical education program.
  - f. Assisting in the activities of National Vocational Education Week.
  - g. Assisting in the organization of and participating in Career and Technical Education Advisory committees.
  - h. Participating in the recruitment of students for the career and technical education program.
4. **Reporting**
- a. Ensuring that each student in the program has necessary evaluation records on file.
  - b. Evaluating student progress on a regular basis, including progress reports and quarterly grades.
  - c. Communicating student performance progress to parents.
  - d. Meeting all reporting requirements for school, district, state, federal and related agencies.
  - e. Referring students who require further evaluation or follow-up services to the appropriate school personnel or community agencies.
  - f. Providing accurate and timely reports as requested.
  - g. Attending and participating in faculty meetings, career and technical education meetings, and other meetings as required.
  - h. Other responsibilities as directed by his/her immediate supervisor and/or career and technical education coordinator.

### **REQUIRED QUALIFICATIONS**

1. Valid Florida Educator's Certificate in field or District Vocational Certification.

### **DESIRED QUALIFICATIONS**

1. Graduate work beyond the bachelor's degree.
2. Classroom teaching experience.
3. Experience in a like position.