

## WAYNE COUNTY SCHOOLS CAREER CENTER

### JOB DESCRIPTION

- TITLE:** Adult Education Teacher, Career and Technical
- JOB SUMMARY:** In the performance of these duties, the teacher shall be responsible to the assigned Supervisor and Administrative Team.
- QUALIFICATIONS:** A valid teaching license/certificate covering the area of assignment issued by the Ohio Department of Education and any additional qualifications required by the Wayne County Schools Career Center Board of Education.
- REQUIREMENTS:** BCI and FBI criminal records results less than one-year old must be submitted prior to initial employment and as required thereafter.

### PERFORMANCE CHARACTERISTICS:

Work independently with minimal direction.

Establish and maintain effective working relationships with co-workers.

Maintain a high level of ethical behavior and confidentiality when dealing with student and staff information.

Act as an ambassador for the Wayne County Joint Vocational School District.

Promote public relations and deal tactfully and diplomatically with people.

### GENERAL DUTIES:

1. Operate the copying, duplicating, and other office machines.
2. Prepare communications and correspondence.
3. Route materials to appropriate staff members.
4. Prepare and maintain a variety of records, documents and reports.

### ESSENTIAL DUTIES:

1. Maintain outline/syllabi and goals for each course taught.
2. Facilitate an active program Advisory Committee.
3. Provide current employment trend information for program of study.

4. Acquire knowledge of students used for planning instruction.
5. Demonstrate knowledge of content area(s) and standards.
6. Explain and write clear learning goals to meet the varying needs of students.
7. Effectively design and uses appropriate/differentiated instructional strategies.
8. Effectively use teaching tools and resources.
9. Effectively plan for and assesses student learning using a variety of methods.
10. Appropriately use assessment results to monitor student progress and guide instruction.
11. Create a learning environment of respect and rapport.
12. Establish a positive culture for learning.
13. Effectively use instructional time.
14. Effectively manage classroom procedures.
15. Effectively manage student behavior.
16. Organize physical space conducive to learning.
17. Communicate clearly and accurately.
18. Provide directions and procedures students can understand and follow.
19. Effectively designs and utilizes a variety of questioning and discussion techniques to encourage higher order thinking.
20. Actively engage students in learning.
21. Provide prompt feedback to students to guide their learning and achievement.
22. Demonstrate flexibility and responsiveness in planning and teaching.
23. Reflect on teaching and uses reflection to enhance teaching skills.
24. Maintain accurate and complete records.
25. Positively contribute to the school and district.
26. Grow and develop professionally in the teaching area.
27. Demonstrate professionalism through demeanor and dress.

OTHER:

1. Perform other duties as requested by the Administrative Team.
2. Support and implement Board adopted policies, administrative rules and regulations, safety policies, procedures and programs.
3. Demonstrate professional growth.
4. The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.
5. In the implementation of these duties, the teacher may be at risk for exposure to bloodborne pathogens and is subject to the District Bloodborne Pathogen Control Plan.