

## WAYNE COUNTY SCHOOLS CAREER CENTER

### JOB DESCRIPTION

TITLE:	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:	1) BCI and FBI criminal records results less than one-year old must be submitted prior to initial employment and as required thereafter. 2) A negative result on a TB test completed within 90 days of employment may be required. 3) Ohio Department of Public Safety, Division of Homeland Security, Public Employee Form completed and signed prior to initial employment.

#### 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. Maintain a current course of study for each course taught.
2. Implement requirements of IEP, 504, and any other individualized student plans
3. Facilitate an active program Advisory Committee.
4. Maintain and promote an active Career and Technical Student Organization (CTSO).
5. Operate the copying, duplicating, and other office machines.
6. Prepare communications and correspondence.
7. Route materials to appropriate staff members.

8. Prepare and maintain a variety of records, documents and reports.

#### ESSENTIAL DUTIES:

1. Acquires knowledge of students used for planning instruction.
2. Demonstrates knowledge of content area(s) and standards.
3. Explains and writes clear learning goals to meet the varying needs of students.
4. Effectively designs and uses appropriate/differentiated instructional strategies.
5. Effectively uses teaching tools and resources.
6. Effectively plans for and assesses student learning using a variety of methods.
7. Appropriately uses assessment results to monitor student progress and guide instruction.
8. Creates a learning environment of respect and rapport.
9. Establishes a positive culture for learning.
10. Effectively uses instructional time.
11. Effectively manages classroom procedures.
12. Effectively manages student behavior.
13. Organizes physical space conducive to learning.
14. Communicates clearly and accurately.
15. Provides directions and procedures students can understand and follow.
16. Effectively designs and utilizes a variety of questioning and discussion techniques to encourage higher order thinking.
17. Actively engages students in learning.
18. Provides prompt feedback to students to guide their learning and achievement.
19. Demonstrates flexibility and responsiveness in planning and teaching.
20. Reflects on teaching and uses reflection to enhance teaching skills.
21. Maintains accurate and complete records.
22. Effectively communicates with families.
23. Positively contributes to the school and district.
24. Grows and develops professionally in the teaching area.
25. Demonstrates professionalism through demeanor and dress.

#### OTHER:

1. Perform any additional duties as assigned by the Supervisor and/or Administrative Team.
2. Demonstrate professional growth.
3. Support and implement Board adopted policies, administrative rules and regulations, safety policies, procedures and programs.
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.