

Job Description**Job Summary:**

The Vocational Education Teacher shall report directly to the school principal and assume responsibility to plan, implement, and provide academic and skills training to students in a particular field of expertise as outlined in the course curriculum. This Teacher is responsible for carrying out a career technical education program based on the California CTE Model Curriculum Standards that prepares students for high-skill, high-wage careers aligned with post-secondary education and consistent with regional workforce needs. The teacher facilitates work-based learning and increases employment opportunities by serving as an active liaison between employers and the classroom.

Essential Duties:

- Design and implement relevant curriculum following the CTE Model Curriculum Standards for the given industry/pathway utilizing input from the advisory committee;
- Instruct pathway courses for CTE pathway completion, incorporates appropriate industry-recognized certifications and training, and works toward achieving the high-quality elements of Career Technical Education;
- Instruct students in appropriate job-seeking and retention skills;
- Develop, maintain, and conduct required program advisory committee meetings;
- Serve as liaison with business and industry and actively places and supervises students in part-time positions of either a community classroom or cooperative education nature and provides related instruction as required;
- Assist in regular program promotion and with development of promotional materials for enhanced community-wide awareness;
- Provide instruction that is appropriately paced and directed to specific occupational skills while accounting for individual differences in ability, motivation, and learning rates;
- Establish and maintain a suitable learning environment that promotes student growth and skill mastery and assures student safety;
- Design, implement, monitor, and review appropriate training plans for students and record skill attainment accurately and timely;
- Guide students in making career-related decisions;
- Establish and maintain student/program files as required, including follow-up survey information and placement records;
- Support the policies and programs of the Tulare County Office of Education and perform assigned duties consistent with school, district or office policies, regulations, and procedures;
- Maintain professional competency by actively engaging in employer directed in-service activities and other similar opportunities provided to staff;
- Cooperatively engages in the professional evaluation process with supervisor to ensure ongoing professional growth and competence;
- Effectively communicates with staff, parents, and agencies;
- Attend regular and special staff meetings and actively participates as a member of the educational team;
- Respond effectively to the input from and coordinates tasks with district/school personnel as required by assignment;
- Modify the traditional modes of delivering instructional services to reasonably accommodate an individual's disabilities;
- Create and maintain a safe learning environment;
- Perform other related duties as assigned;

Responsibilities include: following standardized practices and or methods; leading, guiding, and/or coordinating others; assisting school leadership with the program evaluation process of the school's tiered systems of support for school capacity building measures. Utilization of resources from other work units may be required to perform the job's functions. The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 34% sitting, 33% walking and 33% standing. The job is performed under minimal temperature variations.

Skills to:

- communicate with diverse groups of students.
- build rapport and develop trusting relationships with all stakeholders.
- provide direction to students in educational planning and career/vocational education.
- set academic and social goals for student success.
- collect accurate data to assemble and deliver required reports.
- develop, coordinate, promote, and evaluate program and resources.
- use technology to enhance student learning.

Knowledge of:

- best practices for teaching diverse groups of students.
- research based approaches to changing challenging student behaviors.
- adopted curriculum and research-based strategies to improve student social/emotional issues.
- various community resources associated with the career field.
- applicable regulations, policies, and procedures.
- policies and objectives of assigned programs and activities.
- oral and written communication skills.
- correct English usage, grammar, spelling, punctuation, and vocabulary.
- interpersonal skills using tact, patience, and courtesy.
- record-keeping and report preparation techniques.
- modern office practices, procedures, and equipment.
- operation of a computer and assigned software.
- technical aspects of the field of specialty.
- basic arithmetic.

Ability to:

- model the professional characteristics considered appropriate to the designated career field.
- interpret, apply, and explain policies, procedures, rules, and regulations.
- maintain accurate and semi-complex records and files.
- compile and verify data and prepare reports.
- operate standard office equipment including a computer and assigned software.
- understand and follow oral and written instructions.
- work independently with little direction.
- adapt to changing work demands and interruptions.
- make arithmetical calculations with speed and accuracy.
- meet schedules and timelines.
- communicate and work effectively both orally and in writing with all stakeholders.
- establish and maintain cooperative and effective working relationships with others.
- maintain effective classroom control.

Education Required:

- Bachelor's degree preferred
- Valid California Career Technical Education credential.

Other Requirements:

- Valid California driver's license and proof of automobile insurance.
- EL authorization.
- Department of Justice and FBI Fingerprint Response upon hire.

FLSA Status: Exempt

April 2024

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco-Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.