

Career and Technical Education Teacher – Business Education

Job Title: Career and Technical Education Teacher **Exemption Status/Test:** Exempt/Professional
Reports to: Principal **Date Revised:** February 2018
Dept./School: Assigned Campus **Pay Grade:** Teacher Scale **Calendar Days:** 187
Appointed By: The Superintendent of Schools for a term of one year and the contract will be considered for recommendation by the Board of Trustees at the regular April/May meeting each year

Primary Purpose:

Provide students with appropriate learning activities and experiences in the core academic subject area assigned to help them fulfill their potential for intellectual, emotional, physical, and social growth.
Enable students to develop competencies and skills to function successfully in society.

Qualifications:

Education/Certification/Experience:

Bachelor's degree in Business, Business Education, Business Management, Finance, or Marketing with three years of full time wage-earning experience in the area of certification
Experience must be within the past eight years utilizing a licensure, certification, or registration
Meet the requirements of the Aldine ISD District of Innovation CTE Teaching Permit Certification Program or hold a Valid Texas career and technical education certificate with required license, endorsements, and training for subject and level assigned or, if approved, enrolled in certification program
Demonstrated competency in the career and technical education subject area assigned

Special Knowledge/Skills:

Knowledge of the career and technical education subject assigned, and its industry
General knowledge of curriculum and instruction
Ability to instruct students and manage their behavior
Ability to oversee student field experiences in career area assigned
Ability to work during the summer of 2018 to prepare for the school opening
Ability to work collaboratively with colleagues
Ability to use technology as an instructional, curriculum, and student management tool
Strong organizational, communication, and interpersonal skills

The applicant may teach the following courses: (not an inclusive list)

Business Information Management I and II
Business Law
Business Management
Entrepreneurship
Accounting
Business Computer Programming

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Major Responsibilities and Duties:

Instructional Strategies

1. Develop and implement lesson plans that fulfill the requirements of district's curriculum program and show written evidence of preparation as required. Prepare lessons that reflect accommodations for differences in individual student differences.
2. Plan and use appropriate instructional and learning strategies, activities, materials, equipment, and technology that reflect understanding of the learning styles and needs of student's assigned and present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations.
3. Conduct assessment of student learning styles and use results to plan instructional activities.
4. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).
5. Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.
6. Plan and assign work to instructional aide(s) and volunteer(s) and oversee completion.

Student Growth and Development

7. Conduct ongoing assessment of student achievement through formal and informal testing.
8. Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by the campus principal, including a Career and Technical Student Organization (Student Leadership, Competitive events).
9. Present a positive role model for students; support mission of school district.

Classroom Management and Organization

10. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
11. Manage student behavior in accordance with Student Code of Conduct and student handbook.
12. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
13. Assist in selecting books, equipment, and other instructional materials.
14. Compile, maintain, and file all reports, records, and other documents required.

Communication

15. Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.

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Professional Growth and Development

16. Participate in staff development activities to improve job-related skills.
17. Attend and participate in faculty meetings and serve on staff committees as required.

Other

18. Comply with state, district, and school regulations and policies for classroom teachers.
19. Assume other duties as assigned by the campus principal and the Superintendent of Schools.

Supervisory Responsibilities:

Direct the work of assigned instructional aide(s).

Evaluation:

Teachers will be evaluated by their administrator using Aldine ISD's Invest appraisal system earning one of the following levels of job performance:

- Highly Effective
- Effective
- Needs Improvement
- Ineffective

Salary:

As approved by the Board of Trustees

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer and peripherals; standard instructional equipment

Posture: Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking

Lifting: Regular light lifting and carrying (less than 15 pounds); may lift and move text books and classroom equipment

Environment: Work inside, may work inside and outside; regular exposure to noise

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____

Date _____

Received by _____

Date

2/1/18

2/1/18