



HUMBLE INDEPENDENT SCHOOL DISTRICT

Job Description

CTE Wheel Exploration Teacher

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Reports to: CTE Wheel Administrator & Assigned Campus Administrator
School/Department: Assigned Campus/Career & Technology Department
Pay Grade: Humble ISD Salary Schedule
Wage/hour status: 187 Day Contract
Created/revised: April 2025

Primary Purpose:

The Middle School Career & Technical (CTE) Exploration Wheel teacher is responsible for developing and implementing high-quality instruction to assist in the development and success of students in various Humble ISD Career Clusters.

The CTE Wheel will provide the opportunity for students to experience different career related modules. The teacher will specialize in one of the four following module sections: Health Science & Animal Science, Computer Technology/Accounting (Finance) & STEM, Automotive/Architecture & Criminal Justice/JROTC, and A/V/Graphic Editing & Culinary/Service Industry. Each 9-week rotation will contain a very specific CTE focus coupled with unique hands-on experiences. Students will also get an overview of each program of study that is offered in the district. This course will also cover various career pathways that students can pursue beyond high school.

Qualifications:

Education/Certification:

- Complete an approved Texas Educator Preparation Program.
- Teacher certification in any area of CTE
- Pass current certification exams.

Special Knowledge/Skills:

- Knowledge of core academic subject assigned
- General knowledge of curriculum and instruction
- Ability to instruct students and manage their behavior
- Strong organizational, communication, and interpersonal skills

Experience:

- Three years of full-time wage-earning work experience in a content related field is preferred.
- 3-5 years teaching experience preferred

Major Responsibilities and Duties:



Instructional Strategies

1. Develop and implement plans for the curriculum program assigned and show written evidence of preparation as required.
2. Present the subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations.
3. Provide opportunities, where appropriate, for students to earn industry certifications
4. Access and use available data to plan and implement appropriate instructional/learning strategies, activities, materials, and equipment that reflect accommodation for individual needs of assigned students (i.e. gifted and talented, bilingual/ESL, 504, etc).
5. Work cooperatively with special education teachers/staff to modify curricula as needed for special education students according to guidelines established by Individual Education Plans (IEP).
6. Cooperate with other members of the staff in planning and implementing instructional goals, objectives, and methods according to district requirements.
7. Plan and supervise purposeful assignments for teacher aide(s) and/or volunteer(s) while working with students in the classroom.
8. Use appropriate technologies to strengthen and enhance the teaching and learning process.

Student Growth and Development:

- Assist students in analyzing and improving methods and habits of study.
- Consistently monitor student achievement through formative and summative assessments.
- Assume responsibility for Career Technical Student Organization related to the cluster, if applicable.
- Present a positive role model for students that supports the mission of the school district.

Classroom Management and Organization:

- Create a classroom environment conducive to learning and appropriate to the intellectual, physical, social, and emotional development of students.
- Provide safety training for students and maintain documentation that the student mastered the concepts
- Manage student behavior in the classroom and other areas as appropriate in accordance with Student Code of Conduct, board policies, administrative regulations, and/or IEP.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Assist in the selection of books, equipment, and other instructional materials.

Communication:

- Establish and maintain open lines of communication with students and their parents/guardians.
- Participate as a member of the cluster advisory committee
- Maintain a professional relationship with all supervisors, colleagues, students, parents, and community members.
- Use appropriate and acceptable communication skills to present information accurately and clearly.



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Professional Growth and Development:

- Demonstrate current knowledge, understanding, and skill in the assigned content area, instructional strategies and the teaching and learning process.
- Participate in district and campus professional development
- Participate in required district meetings, cluster meetings and advisory meetings
- Demonstrate interest and initiative in professional improvement.
- Participate in professional development activities to improve job-related skills.

Policy, Reports, and Law:

- Keeps informed of and comply with state, district, and school regulations and policies for classroom teachers.
- Compile, maintain, and file all physical and electronic reports, records, and other required documents.
- Attend and participate in faculty/staff meetings and serve on committees as required.
- Demonstrate behavior that is professional, responsible and in compliance with the Professional Code of Ethics.

Budget:

- Maintain and act with integrity and diligence in duties involving financial resources.
- Compile, maintain, and file all physical and electronic reports, records, and other required financial documents.
- Adhere to all financial policies and procedures set forth by the HISD Finance Department.

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress.
- Frequent prolonged and irregular work hours
- Occasional travel outside of school district boundaries
- Frequent contact with parents, community, and/or other district/campus employees
- Requires performing tasks mostly standing, some walking, bending, stooping and sitting

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____