

Pflugerville Independent School District - Job Description

Job Title/Position:	Teacher, Career and Technical Education	Department/School:	Assigned campus
Pay Information:	Teacher Salary Schedule	Supervised By:	Campus Principal
FLSA:	Exempt	Date Revised:	November 2023

Primary Purpose:

Provide students with appropriate learning activities and experiences designed to help fulfill their potential for intellectual, emotional, physical, and social growth.

Qualifications (Experience/Education/Certification):

Bachelor's degree* from an accredited college or university.

Valid Texas teaching certificate with required endorsements or required training for subject and level assigned.

Preferred: valid industry-based certification or licensure related to teaching assignment (or ability to obtain).

Preferred: eligibility to serve as adjunct faculty with partner institutes of higher education.

*degree requirement exceptions exist for Trades and Industrial Education and Health Science certificates, refer to [TEA CTE Teacher Certification Chart](#)

Major Responsibilities:

1. Plan, develop and implement lesson plans that fulfill the requirements of the district's instructional program and show written evidence of preparations as required; prepare lessons that reflect accommodations for differences in student abilities and learning styles; linguistically accommodate instruction as appropriate for Emergent Bilingual students; coordinate with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).
2. Help students develop and improve study methods and habits; help achieve the improvement of all students; conduct ongoing assessment of student achievement through formative and summative assessment.
3. Create a classroom environment conducive to active and successful student learning and appropriate for the physical, social, and emotional development of students; manage student behavior.
4. Establish and maintain effective open communication with students, parents, teachers, and administrators; participate in staff professional development activities.
5. Develop and maintain positive relationships with business/industry partners to provide appropriate school- and work-based learning experiences and to ensure the program of study is informed by employer and community needs.
6. Participate in ongoing, rigorous professional development on a wide range of topics covering all elements of a high-quality CTE program of study.
7. Actively participate in program promotion and recruitment to all potential participants and the community.
8. Maintain a current and accurate inventory of all program equipment, tools, and supplies; manage well-organized and safe program facilities.
9. Assist with selection of appropriate instructional materials in accordance with district policies.
10. Provide opportunities for all students to earn relevant postsecondary credentials, including industry-based certification and/or college credit/credentials.
11. Support student participation in CTSOs and other leadership or extra-curricular organizations through promotion, recruitment, and/or serving in an advisor role.
12. Follow the Educator Code of Conduct & all policies, procedures, laws and State/Federal regulations.
13. Perform other duties as assigned.

Special Knowledge/Skills:

- Knowledge of all applicable federal, state, and local laws, guidelines and procedures
- Knowledge of curriculum and instruction
- Knowledge of subjects assigned, including current research
- Skill in effectively managing a classroom/laboratory and student behavior
- Skill in communicating effectively with others
- Skill in modifying instruction for various student needs, as appropriate
- Skill in working with various forms of equipment including, but not limited to, industry-standard equipment appropriate for teaching assignment, computers, calculators, projectors, and printers
- Skill in working with computer applications, including but not limited to, email, internet, web-based, word processing and spreadsheets
- Skill in working in collaborative team-based environments

Supervisory Responsibilities:

None.

Working Conditions (Mental Demands/Physical Demands/Environmental Demands):

Maintain emotional control under stress; must be able to lift and/or carry at least 30 lbs.

The foregoing statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required.

Employee's Signature: _____ Date: _____

Employee's Printed Name: _____