

INTRODUCTION TO THE SKILLED TECHNICAL SCIENCES INSTRUCTOR

*Job Description: Vocational
Updated 03.31.25*

DESCRIPTION:

This position will be responsible for teaching exploratory and introductory Career and Technical Education (CTE) courses at the 8th, 9th, and 10th grade levels. These courses provide students with early CTE experiences and the skills necessary to be successful in RTI/C's other CTE programs. Examples of the courses include: Exploring the Trades, Tools of the Trade, Vehicle Ownership, and Technical Careers Shop.

Successful candidates will need to have general industry experience in the broad areas of Architecture and Construction, Transportation and Logistics, and Manufacturing, with in-depth experience (see item 1 under QUALIFICATIONS) in at least one of the areas. Please contact RTI/C's Administration with any questions about careers and positions included under these broad areas.

QUALIFICATIONS:

1. The applicant must submit a joint application verifying contracted employment from a Missouri educational institution; and one of the following qualifications:
 - Verification of a bachelor's degree or higher from an accredited college or university and four thousand (4,000) hours of Department-approved, closely related occupational experience obtained within the past ten (10) years; or
 - Verification of an associate's degree from an accredited college or university and five thousand (5,000) hours of Department-approved, closely related occupational experience within the past ten (10) years; or
 - No degree and verification of six thousand (6,000) hours of Department-approved, closely related occupational experience obtained within the past ten (10) years.
2. Must be able to possess and maintain proper Missouri teaching certificate for the area/content to which he or she has been assigned. New CTE teachers start with a Temporary Authorization Certificate and must complete the requirements for a Career Education Certificate within six years.
3. Complete original transcript of any college hours must be placed on file in the superintendent's office before the beginning of the school year for which the teacher has been hired.
4. Any additional hours of credit earned while the teacher is under contract should also be filed in the same manner.
5. Must be able to demonstrate the ability to collaborate with colleagues, analyze student data, and make necessary instructional interventions for student growth that are based on data and best practices in education.
6. Pass all background checks and screenings.

REPORTS TO:	The Director and Assistant Directors of Career and Technical Education
TERMS OF EMPLOYMENT:	185-day, full-time position (1 FTE). Salary to be determined by the Board of Education.
EVALUATION:	The Director and Assistant Directors of the Career and Technical Education Center will evaluate performance annually prior to April 1.

RESPONSIBILITIES:

1. Maintain a professional attitude in an environment conducive to a professional learning community.
2. Strive for a good working relationship with other staff members.
3. Communicate regularly with parents regarding students' progress and other educational issues.
4. Cooperate and abide with implemented board and administrative policies.
5. Create and foster a suitable atmosphere for learning.
6. Participate in the selection, development, and on-going revision of curriculum materials and resources.
7. Report suspected child abuse, neglect, discrimination, and harassments as required by board policy and state law.
8. Maintain up-to-date knowledge in the field of expertise.
9. Perform necessary routine activities such as keeping records, inventory, creating necessary reports, progress reports, grade cards, attendance, and discipline.
10. Treat students justly and impartially while maintaining confidentiality of student information as outlined in Board policy.
11. Maintain order and discipline within the classroom, laboratories, hallways, field trips and school grounds.
12. Attend professional development activities, such as educational conferences, occupational updates and complete college coursework required to maintain his/her teaching certificate and to remain eligible for employment.
13. Must be able to demonstrate the ability to collaborate with colleagues, analyze student data, and make necessary instructional interventions for student growth that are based on data and best practices in education.
14. Be computer literate and utilize district student information and personnel management systems.
15. Responsible for providing direct instruction and maintaining an environment conducive to meaningful learning.
16. Organize and maintain advisory board and hold bi-annual meetings.
17. Perform other duties as assigned.