

## Northwest Technical School – Career Education Teacher

**Job Title:** Career Education Teacher  
**Department:** Instruction  
**Reports to:** Director  
**Classification:** Exempt  
**Category:** Professional Staff

### Summary

Teachers are responsible for causing students to actively participate and be successful in the learning process.

### Essential Duties and Responsibilities

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

- Develop and teach a competency based curriculum for subject matter taught and follow State approved curriculum guide.
- Develop course syllabi for the instructional program.
- Contact and secure training agreements and develop training plans with local clinical agencies to be used as instructional rotation sites.
- Maintain a record on each student's evaluation process with emphasis based upon competency mastery of curriculum.
- Design and coordinate all classroom, lab activities, job shadowing, and clinical so as to promote maximum student learning experiences.
- Prepare an annual department budget and keep a current department inventory of supplies, tools, and equipment.
- Repair and maintain lab equipment, as able, and be responsible for instructional supplies and materials. Complete and submit all reports and records relating to instruction, student achievement and department activities.
- Sponsor related youth organizations and coordinate club activities.
- Maintain an active and functioning advisory committee to assist in meeting the instruction needs of the program.
- Assist in student recruitment and placement.
- Develop, in cooperation with NTS Director, a plan for continued professional development.
- Attend New Teacher Institute, if required, and hold membership in appropriate professional organizations.
- Other duties as assigned and/or prescribed by Maryville R-II School District policies and procedures.

### Supervisory Duties

Supervise students at all times.

### Qualifications

- Depending on instructional program: BS Degree, or RN license, or full-time work experience in a related occupation.
- Hold or be able to obtain a valid Missouri Career Education Certificate.

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### **Skills and Abilities**

#### **Language**

An individual who holds this position must have the ability to:  
Read, analyze and interpret professional journals, Board policy, administrative procedures and forms and governmental regulations and guidance.  
Complete forms, write reports and engage in written correspondence with parents.  
Present information effectively and respond to questions.  
Write clear and complete lesson plans.

#### **Computation**

An individual who holds this position must have the ability to:  
Work with mathematical concepts such as probability and statistical inference.  
Apply concepts such as fractions, percentages, ratios and proportions to practical situations.

#### **Reasoning**

An individual who holds this position must have the ability to:  
Solve a variety of problems in many different situations.  
Interpret instructions presented in written, oral, diagram or schedule form.  
Apply knowledge of current educational theory and instructional techniques while presenting subject matter to students.

#### **Other Skills and Abilities**

An individual who holds this position must have the ability to:  
Identify needs and abilities of individual students and to adapt instructional methods accordingly.  
Establish and maintain effective relationships with students, peers and parents.  
Perform multiple tasks simultaneously.

#### **Technology**

An individual who holds this position must have the ability to:  
Perform basic computer functions such as word processing and internet use.  
Use district software for recording grades and finding student information.  
Utilize smart boards, projectors and other instructional technology provided by the district.

### **Physical Demands**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

An individual who holds this position must have the ability to:  
Speak and hear in an environment where numerous conversations and activities may be taking place simultaneously.  
Move around the classroom.  
Read handwritten or printed material.

### **Hearing**

The employee must be able to hear a conversation in a noisy environment.

### **Attendance**

Consistent and regular attendance is an essential function of this position.

### **Conditions and Environment**

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time to perform such tasks as supervising outdoor activities.