



JOB TITLE	DEPARTMENT	REPORTS TO
Career and Technical Education Teacher	School Based	Principal/Director

<b>Position No:</b> 51XXX, 52XXX, 53XXX	<b>Length of Work Year:</b> 10, 11, or 12 Months
<b>Salary Schedule:</b> IN10, IN11, IN12	<b>Date Approved:</b> 9/11/12
<b>FSLA:</b> Exempt	<b>Date Revised:</b> 5/1/15; 5/26/21; 6/13/23; 1/24/25

JOB GOAL
To help students learn subject matter and trade that will contribute to their development as mature, able and responsible men and women in the work force.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> <li>1. Three (3) years of full-time occupational experience or the equivalent in part-time experience in the occupational field of the related instructional assignment and AA/AS degree (if required for CTE certification) in the area of assignment.</li> <li>2. Documentation of industry certification when state or national industry certifications are available and preferred. Must obtain necessary industry certification within the first year of employment.</li> <li>3. Holds the appropriate valid certificate, license, or registration issued by the state of Florida or nationally recognized credentialing agency when occupational credentialing is required.</li> <li>4. District certification in the area to be taught.</li> <li>5. Good moral character.</li> </ol>

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> <li>1. Meets and instructs assigned classes in the locations and at the times designated.</li> <li>2. Plans a program of study that, as much as possible, meets the individual needs, interests and abilities of the students.</li> <li>3. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.</li> <li>4. Prepares for classes assigned and shows written evidence of preparation upon request of immediate superior.</li> <li>5. Encourages students to set and maintain standards of classroom behavior.</li> <li>6. Guides the learning process toward the achievement of curriculum goals and – in harmony with the goals – establishes clear objectives for all lessons, units, projects and the like to communicate these objectives to students.</li> <li>7. Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.</li> <li>8. Strives to implement by instruction and action the district's philosophy of education and instructional goals and objectives.</li> <li>9. Assesses the accomplishments of students on a regular basis and provides progress reports as required.</li> <li>10. Diagnoses the learning disabilities of students on a regular basis, seeking the assistance of district specialists as required.</li> <li>11. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.</li> </ol>

12. Maintains accurate, complete and correct records as required by law, district policy and administrative regulation.
13. Assists the administration in implementing all policies and/or rules governing student life and conduct and for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
14. Makes provisions for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
15. Plans and supervises purposeful assignments for teacher aide(s) and/or volunteer(s) and cooperatively with department heads, evaluates their job performance.
16. Strives to maintain and improve professional competence.
17. Attends staff meetings and serves on staff committees as required.
18. Maintains appropriate certification as well as the ability to work with the CTE Department for obtaining and maintaining appropriate credentialing based on the current assignment.
19. To perform other duties as assigned by the principal.

**PHYSICAL DEMAND CLASS:**

Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.