

TITLE **Teacher – Career and Technical Education**

- QUALIFICATIONS**
1. Valid Tennessee teaching license with appropriate endorsement(s);
 2. Strong written, verbal, presentation and interpersonal skills; and
 3. Meets health and physical requirements.

JOB GOAL **To teach students the basic skills and knowledge applicable to a specific occupation and to instill in each student safe working habits.**

ESSENTIAL FUNCTIONS

1. Instruct students in subject matter, using various teaching methods, such as lecture and demonstration, and uses audiovisual aids and other materials to supplement presentations;
2. Prepare teaching outline for course of study, and assigns lessons and corrects homework papers;
3. Administer tests to evaluate students' progress, records results, and issues reports to inform parents of student's progress;
4. Keep accurate attendance records;
5. Maintain discipline in classroom and in school yard;
6. Participate in faculty and professional meetings, educational conferences, and teacher training workshops;
7. Maintain up-to-date class/shop inventory records;
8. Maintain shop and class equipment in a safe and workable condition;
9. Keep financial records consistent with school board policy and the Tennessee State Financial Management Manual;
10. Is able to perform the task that he/she teaches;
11. Is able to comply with established industry standards;
12. Is able to work with students, associates, parents, community groups, and business/industry personnel in a cooperative and professional manner;
13. Ensure that students are instructed in the safe and proper use of equipment and monitors their use; and
14. Perform other work-related duties as assigned.

PHYSICAL DEMANDS

This job may require lifting of objects that exceed 50 pounds, with frequent lifting and/or carrying of objects weighing up to 25 pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing
3. Stooping and/or kneeling
4. Reaching
5. Talking
6. Hearing
7. Seeing

TEMPERAMENT (Personal Traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with students.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

1. Intelligence: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. Verbal: Ability to understand meanings of words and the ideas associated with them.
3. Numerical: Ability to perform arithmetic operations quickly and accurately.
4. Spatial: Ability to comprehend forms in space and understand relationships of plane and solid objects.
5. Manual Dexterity: The ability to move the hands easily and manipulate small objects with the fingers.
6. Color Discrimination: The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.

WORK CONDITIONS

Experiences some discomfort due to exposure to noise, dust and hazardous equipment.

Qualifies for the **PROFESSIONAL EXEMPTION** from the requirements of the *Fair Labor Standards Act (FLSA)* in regard to overtime. The employee is not entitled to the overtime rate of pay (time and a half) when the employee works over forty (40) hours in the defined work week (from Sunday 12:00 a.m. and continues through the following Saturday at 11:59 p.m.).

TERMS OF EMPLOYMENT

The employee is expected to complete a ten-month contract (two hundred (200) day instructional calendar).

Salary will be established by the years of experience and academic background.

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.