

## ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

**TITLE:** High School Teacher – Career and Technical Education (CTE)      **DEPARTMENT:** High School Education

**REPORTS TO:** Building Principal or designee

**POSITION SUMMARY:** The High School Teacher - CTE provides learning opportunities and instruction to students. Also, they are to provide leadership, service, and extended learning opportunities for students that are aligned with the state frameworks governing the type of CTE curricular area and the appropriate budget provided.

### **ESSENTIAL FUNCTIONS:**

- Kindle excitement about learning, encouraging flexible and critical thinking and development of communication skills.
- Assess the needs of the students and provide a suitable learning environment to meet their needs.
- Follow the adopted curricula, including developing a program budget aligned with instructional goals and state frameworks.
- Plan, prepare and provide an instructional program, including the preparation of lesson plans as necessary so that the instructional program is uninterrupted in the event of the teacher's absence.
- Attend staff meetings and other professional meetings as may be assigned by the principal.
- Maintain order in the classroom and ensure a caring, safe learning environment, with clear routines and procedures designed to minimize disruption and maximize student on task time.
- Maintain safe and healthful conditions in the classroom and report promptly to the principal any serious accident or illness affecting students in the classroom.
- Evaluate each pupil's educational growth and development and make periodic reports to parents or guardians as well as to the designated school administrator.
- Continue to improve classroom methods and techniques by attending workshops, summer school, professional meetings or conferences, and keep abreast of current educational innovations through professional literature.
- Work cooperatively with a building team in planning, supporting and providing instruction, and share with other staff the responsibility for supervision of activities and student behavior outside the regular classroom.
- Demonstrate positive relationship skills with students, parents and district staff, maintaining ongoing and open communication.
- Encourage and provide the structure for ongoing, meaningful involvement of parents and community members in the classroom and school.
- Use technology to provide challenging instruction to students of all learning levels.
- Work effectively with the building tech specialist to maintain and purchase tech equipment.
- Participate in advisory committee meetings for the CTE area in which instruction is provided.
- Participate on the building technology committee.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

### **QUALIFICATIONS:**

**EDUCATION:** Bachelor's degree, Master's degree, or Doctorate from an accredited university or college.

**EXPERIENCE:** Appropriate academic background and coursework for the position. Successful teaching experience and effective work with high school age students, preferred. Industry experience in the area of CTE in which instruction will occur highly preferred.

**CERTIFICATES AND LICENSES:** Valid Washington State Teaching Certificate with appropriate endorsements, including that of CTE and specific CTE area. Valid WA State driver's license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

**CONTINUING EDUCATION/TRAINING:** That which is required to be effective in the position and to maintain certification

**CLEARANCES:** Criminal Justice fingerprint/Background Clearance

**FLSA STATUS:** Exempt

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**BARGAINING UNIT:** Issaquah Education Association (IEA)

*I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).*

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Name (sign)

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Name (print)

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Date