

YUBA COUNTY OFFICE OF EDUCATION
Certificated Job Description

CAREER TECHNICAL EDUCATION (CTE) TEACHER

DEFINITION:

Under the direction of the assigned Principal or designee, the Career Technical Education (CTE) Teacher is responsible to provide extensive expertise, instructional support and training related to the subject being taught as part of a program of study based on state adopted Career Technical Education (CTE) standards. Work collaboratively with students, parents, support staff, administrators, businesses, agencies and community groups to enhance the training and employment opportunities for students emphasizing academic, social and interpersonal skills related to career direction and vocational training, other related duties as assigned by supervisor.

DIRECTLY RESPONSIBLE TO:

Assigned Principal or designee.

SUPERVISION OVER:

None; provide assistance and guidance to other staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintains supplies and equipment, including and not limited to inventory and the preventative maintenance and repairs of assigned supplies and equipment.
- Supervising the use of supplies and equipment, including instruction in the proper use of supplies and operation of equipment.
- Develops and implements instructional plans which will allow students to meet established standards of student achievement and focus on basic workplace and job specific skills in preparation for career placement.
- Develops and maintains positive contacts with potential employers to assist with job placement.
- Develops program goals and objectives and derives appropriate methods for translating these into student performance competencies.
- Establishes, maintains, and manages standards of student behavior to achieve a functional learning environment conducive to learning.
- Evaluates student academic growth; keeps appropriate records on the progress of students toward meeting established standards of achievement and performance.
- Prepares, maintains, and submits timely and accurate records, progress reports, report cards, grades, attendance, files and documentation as assigned on each student enrolled.
- Provides instructional support and various instructional methods to accommodate student needs, interest, learning styles and ability levels.
- Adheres to the schedules, policies and procedures as determined by the Yuba County Office of Education.
- Attends and participates in a variety of assigned meetings, committees, conferences, in-services and/or special events, IEP, 504, or SST team member and follows the IEP, SST, or 504 plans.
- Maintains a safe work environment.
- Participates in required school and district-sponsored professional development activities.

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- Serves as a liaison between County Office and administrators, personnel, outside organizations or the public concerning assigned area.
- Serves as a technical resource concerning assigned program, function or instructional area.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

- High school diploma or equivalent is required.
- Must hold the qualifications to obtain a California Designated Subjects Career Technical Education Teaching Credential in the appropriate industry sector area or an Adult Education Credential.
- Bachelor's Degree from an accredited four-year college or university preferred.
- Two years successful experience as a CTE teacher related to the subject being taught preferred.

Knowledge of:

- Theoretical and technical aspects of field of specialty.
- Basic record-keeping and filing techniques.
- Behavior management strategies.
- California Career Technical Education Standards.
- Classroom procedures and appropriate student conduct.
- Current techniques to prevent or intervene appropriately in order to defuse escalating behavior.
- Different teaching models (advanced organizers, concept attainment, concept formation, cooperative learning, project-based learning, inquiry, cognitively guided instruction, etc.) to personalize and guide student learning.
- Students with behavioral challenges and special needs.
- Safe practices in classroom, laboratory, shop, and working environments.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- County Office organization, operations, policies, and objectives.
- Operations of a variety of office equipment and software, including but not limited to Microsoft Office Suite and Google Suite.

Skills and Abilities:

- Maintain standards of professionalism and abide by the tenets of the "Code of Ethics of the Teaching Profession" of the State of California and the California Standards for the Teaching Profession.
- Improves teaching effectiveness by responding to supervisor's performance evaluation recommendations and by participating in required school and district-sponsored professional development activities.
- Adapt to new technologies and keep technical skills up to date.
- Identify and resolve problems in a timely manner and work well in group problem

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- solving situations.
- Conflict resolution.
- Complete projects on time and budget.
- Manage project team activities.
- Communicate effectively in both oral and written form.
- Works collaboratively with assigned supervisor and team members to assure the effective and efficient operation of the assigned program.
- Read, understand and follow instructions.
- Demonstrate respect and sensitivity for cultural differences; educate others on the value of diversity; promote a harassment-free environment.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of community members.
- Adapt to changes in the work environment and deal with frequent change, delays, or unexpected events.
- Take initiative and undertake self-development activities.
- Actively contribute to and participate in Professional Learning Communities and collaborate with colleagues.
- Understand and maintain confidentiality.

Physical Requirements:

- Bending at the waist, sitting on the floor, kneeling or crouching; climbing or balancing while using a step stool.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects (up to 30 lbs.) on an intermittent basis. Requires two or more persons to lift 50 pounds or more. Occasionally, frequent lifting, carrying, pushing and pulling of equipment; frequent twisting and kneeling, squatting, reaching, stooping and bending; sitting on low chairs or on the floor; climbing stairs.

Work Environment:

Employees in this position will be required to work in an office and/or school facility environment with regular interruptions and participate in small and large group meetings.

Licenses and Certificates:

- Valid California Driver's License
- Valid California Designated Subjects Career Technical Education Credential in the industry sector area to be taught.

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- Valid California English Learner authorization (e.g., CLAD, BCLAD)
- Provide proof of automobile insurance, if driving personal vehicle for work.
- Crisis Prevention Intervention (CPI) or equivalent Certificate

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Employee Classification: Certificated

Salary Range: Certificated Salary Schedule

Approval Date: June 2, 2023