

## **FL Metropolitan Transitional Academy**

### **Career Technical Education (CTE) Teacher**

#### General Description

- The Career Technical Education (CTE) Teacher shall report directly to the designated program administrator and assume responsibility for providing skill training to high school and adult students in a particular field of expertise as set forth in the course curriculum. The CTE Teacher is responsible for carrying out a vocational program that includes content standards as well as career awareness. The teacher facilitates work-based learning and increases employment opportunities by serving as an active liaison between employers and the classroom. Working word processing skills, such as the ability to format, save files for cross-platform; use and in different versions, work with toolbars and menus; Working e-mail skills.

#### Education, Experience and Requirements

- Possess and maintain a valid Technical Education credential allowing instruction in the assigned program.
- Demonstrate competence in communicating effectively with students and adults, staff members and representatives of other agencies.
- Possess specialized skills, experience and training as well as be able to model the professional characteristics considered appropriate to the designated career field.
- Demonstrate knowledge of an experience with various community resources associated with the career field.
- Level II Background Clearance required

#### Duties and Responsibilities

- Develops and instructs a competency-based program which, when feasible, accommodates an open entry/open exit delivery;
- Instructs students in appropriate job-seeking and retention skills;
- Designs and implements relevant curriculum utilizing input from advisory committee; provides pathway courses for CTE pathway completion, incorporates appropriate industry recognized certifications and training and works toward achieving the high quality elements of Career Technical Education;
- Serves as liaison with business and industry and actively places and supervises students in full- or part-time positions of either a community classroom or cooperative education nature and provides related instruction as required;
- Assists in regular program promotion and with development of promotional materials for enhanced community-wide awareness;
- Provides instruction that is appropriately paced and directed to specific occupational skills while accounting for individual differences in ability, motivation and learning rates;
- Establishes and maintains a suitable learning environment that promotes student growth and skill mastery and assures student safety;
- Designs, implements, monitors and reviews as needed appropriate training plans for students and records skill attainment accurately and timely;
- Guides students in making career-related decisions;

- Establishes and maintains comprehensive student/program files as required, including follow-up survey information and placement records;
- Supports the policies and programs of the FL MTA and Florida Department of Education and performs assigned duties consistent with school, district or office policies, regulations and procedures;
- Maintains professional competency by actively engaging in employer directed inservice activities and other similar opportunities provided to staff;
- Cooperatively engages in the professional evaluation process with supervisor to ensure ongoing professional growth and competence;
- Effectively communicates with staff, parents and agencies;
- Attends regular and special staff meetings and actively participates as a member of the educational team;
- Organizes/conducts required program advisory committee meetings;
- Responds effectively to the input from and coordinates tasks with district/school personnel as required by assignment;
- Modify the traditional modes of delivering instructional services to reasonably accommodate an individual's disabilities;
- Create and maintain a safe learning environment;
- Performs other related duties.

#### Knowledge of:

- Applicable regulations, policies and procedure;
- Policies and objectives of assigned programs and activities;
- Oral and written communication skills;
- Correct English usage, grammar, spelling, punctuation and vocabulary;
- Interpersonal skills using tact, patience and courtesy;
- Record-keeping and report preparation techniques;
- Modern office practices, procedures and equipment;
- Operation of a computer and assigned software;
- Technical aspects of field of specialty;
- Basic arithmetic.

#### Ability to:

- Interpret, apply and explain policies, procedures, rules and regulations ;
- Maintain accurate and semi-complex records and files;
- Compile and verify data and prepare reports;
- Operate standard office equipment including a computer and assigned software ;
- Understand and follow oral and written instructions;
- Work independently with little direction;
- Adapt to changing work demands and interruptions;
- Make arithmetical calculations with speed and accuracy;
- Meet schedules and time lines;
- Communicate effectively both orally and in writing ;
- Establish and maintain cooperative and effective working relationships with others.

#### Physical Abilities

- Stand, sit and/or move about for sustained periods
- Move about in non-traditional instructional environments; i.e., areas of the community

- Report to multiple worksites in a given day or during the work week.
- Daily oral and written communication.
- Speaking and hearing ability to sufficiently hear over the phone and carry on routine conversations.
- Operating a computer, calculator, copier and other equipment that involves repetitive arm and hand movements.
- Hand-eye-arm and finger dexterity.
- Visual acuity sufficient to recognize people, words and numbers.
- Reaching and lifting up to forty (40) pounds.