

**Washington County Board of Education  
Job Description**

**Posting Date:** Friday, May 24, 2024

**Job Title:** Career Technical Education Teacher – Education and Training

**Supervised By/Reports To:** Principal/Career Technical Education Director

**Closing Date:** Monday, June 10, 2024 4:00 P.M.

The minimum salary will be \$47,774 based on a 10-month (202 days) 8-hour per day position.

**Start Date:** July 22, 2024

The Washington County Board of Education will accept applications for the position of Career Technical Education Teacher – Education and Training. Applications will be accepted in person, by mail, or by email.

**Applicants must complete all sections of the Certified Application** found on the WCBOE web-site at [wcbek12.org](http://wcbek12.org) under Human Resources.

Incomplete applications will not be accepted.

Late applications will not be accepted.

**The deadline for submitting applications is Monday, June 10, 2024, at 4:00 P.M.**

Additional information can be obtained by emailing [lisa.connell@wcbek12.org](mailto:lisa.connell@wcbek12.org) AND [alisha.singleton@wcbek12.org](mailto:alisha.singleton@wcbek12.org).

**Job Qualifications:**

1. Bachelor's Degree or higher in Early Childhood Education, or a related area.
2. Three or more years of classroom teaching experience, grades (P-3).
3. Two courses listed below taken in the last 5 years from the date the application is received in the Educator Certification Section with a grade of "C" or higher earned at an Alabama institution
  - Inclusion of Special Needs Students
  - Method courses in Math, Science, Social Science, English Language Arts, or Teaching Career Technical Education
4. Valid Alabama teaching certificate in the career technical subject area assigned.
5. Ability to develop and implement curriculum and programming specific to the needs of students at the designated grade level(s) and in the designated content areas(s)/subject(s).
6. Demonstrated proficiency in oral and written communication skills.
7. Effective interpersonal skills, emphasizing communication and collaboration with various people and groups.
8. Ability to identify and solve problems as a productive team member.
9. Ability to use technology to communicate, plan and provide instruction, facilitate student learning, manage data, and produce/submit required reports, correspondence, and/or financial information.
10. Ability to be punctual and in regular attendance.
11. Such alternatives to the above qualifications as the Board may require.

**Job Goals:**

1. To provide an educational environment in which career technical education students succeed academically, socially, and physically in accordance with the system's philosophy, goals, and objectives.
2. To implement an effective educational program for the designated grade level and career technical subject area using the current designated course of study, appropriate materials and resources, and best instructional practices.
3. To serve as a student advocate, role model, and professional resource for parents, the community, and the school system.

## **Duties and Responsibilities:**

1. **Demonstrates support for the school system and its vision, goals, and priorities.**
2. **Demonstrates knowledge and understanding of career technical education in the assigned subject/field/cluster.**
3. **Demonstrates knowledge of current educational research and implements best instructional practices.**
4. **Establish strong working relationships with leadership at area schools and daycares to coordinate work-based learning experiences for students.**
5. **Provide aspiring teachers with resources to support their path into the teaching profession.**
6. **Collaborate with industry professionals to ensure alignment between the Education pathway and regional workforce needs.**
7. **Coordinate and manage the state-recognized Career Tech Student Organization**
8. **Appropriately budget and spend federal, state, and local funds to support CTE programs.**
9. **Define goals and objectives for unit and daily plans based on knowledge and understanding of the curriculum.**
10. **Identify specific intended learning outcomes that are challenging, meaningful, and measurable.**
11. **Plan and prepare a variety of learning activities considering individual student's culture, learning styles, special needs, and socioeconomic background.**
12. **Develop or select instructional activities that foster students' active involvement in the learning process.**
13. **Plan and prepare lessons and instructional strategies that support the school improvement plan and the system mission.**
14. **Establish and maintain a positive and safe learning environment in which students are encouraged to actively engage in the learning process.**
15. **Maintain a clean, attractive, and organized learning environment.**
16. **Establish and use behavior management techniques that are appropriate and effective.**
17. **Establish routines and procedures and work with students on consistently following them.**
18. **Create a learning climate that is challenging, yet non-threatening.**
19. **Establish an appropriate testing environment and ensure test security.**
20. **Establish and maintain efficient record-keeping procedures.**
21. **Assist in the enforcement of school rules, administrative regulations, and Board policy.**
22. **Encourage self-assessment by students and assist them in developing plans for improving their performance.**
23. **Use appropriate material, technology, and resources to help meet the learning needs of all students.**
24. **Provide instruction on safety procedures and proper handling of materials and equipment.**
25. **Provide accurate and timely information to parents and students about the academic and behavioral performance of students.**
26. **Provides instruction in workplace skills (punctuality, interpersonal relationships, leadership, problem-solving, ethics, good work habits, etc.) that enhances employability and student success.**
27. **Plans and attends Career Technical Advisory Committee meetings to determine program needs and to maintain positive business/industry relationships.**
28. **Collects, receipts, and submits school funds in accordance with school procedures and Board policy.**
29. **Provide accurate and timely information to parents and students about the academic and behavioral performance of students.**
30. **Recognizes overt indicators of student distress or abuse and takes appropriate intervention, referral, or reporting actions.**
31. **Actively supervises students during assigned duty before, during, and/or after school.**
32. **Performs duties in a courteous and professional manner.**
33. **Maintains appropriate confidentiality regarding school/workplace matters.**
34. **Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local regulations.**
35. **Reports absences and takes leave in accordance with Board policies and procedures.**
36. **Performs any other job-related duties as assigned by the principal and/or supervisor(s).**

**NOTICE: It is the policy of the Washington County Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Contact persons: Special Education, Title IV and Section 504 Coordinator – Trina Moss 251-847-2401 ext. 123; Title VI Coordinator – Betty Brackin 251-847-2401 ext. 107; Title IX Coordinator- Kyle Richardson 251 847-2401.**