

Board Members

Chip Perrine, President

Roy Moose, Vice President

Phil Berry, Member

Dr. Gus Penix, Member

Rick Green, Member

Superintendent

Dr. Donna Burge-Tetrick



400 Old Main Drive, Summersville, WV 26651

Phone 304-872-3611

Fax 304-872-4626

Job Description

Position: Career Technical Teacher

Classification: Professional

Reports to: Building Principal/Career Technical Education Director

Evaluation: Evaluations conducted as defined in West Virginia Board of Education Policy 5310.

FLSA Status: Exempt

Qualifications:

- Applicable licensure and/or certification/s related to the field of instruction
- Criminal background check conducted pursuant to WV Code §18-5-15c and/or §18A-3-10, as appropriate
- Wage-Earning Experience:
 - Complete four years (8,000 clock hours) of satisfactory and reasonably continuous work experience in the occupation for which licensure is requested;
 - OR**
 - Bachelor's Degree. – Hold a bachelor's degree AND complete two years (4,000 clock hours) of satisfactory and reasonably continuous work experience in the area for which licensure is requested; **OR**
 - Associate Degree. – Hold an Associate Degree in an area related to the specialization AND complete two (2) years (4,000 clock hours) of satisfactory and reasonably continuous work experience in the area for which licensure is requested.
 - Completion of a full year of training from an approved education program in the specialization may count toward a half year of the work experience requirements.
- Perform duties as described in the job description below.

Job Summary:

Career Technical Education Teacher means a professional educator who has a direct instructional or counseling relationship with students and who spends the majority of his or her time in this capacity in a career-technical education setting.

The employee shall remain free of any alcohol or non-prescribed drugs while in the workplace. Alcohol and controlled substance which affects employee productivity, safety or judgment in the workplace will not be tolerated.

Staff members serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.

Staff members have a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

PERFORMANCE RESPONSIBILITIES:

- Develops and implements lesson plans that fulfill the requirements of WV Content Standards and Objectives, district's curriculum program and show written evidence of preparation as required;
- Uses 21st Century Technology skills to strengthen the teaching/learning process;
- Delivers rigorous instruction to all students;
- Prepares lessons that reflect accommodations for differences in student learning styles;
- Presents subject matter according to guidelines established by WVDE and board policies, and administrative regulations;
- Plans and uses appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned;
- Conducts assessment of student learning styles and uses results to support school-wide academic performance goals and instructional activities;
- Works cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP);
- Works with other members of staff to determine instructional goals, objectives, and methods according to district requirements;
- Plans and supervises assignments of teacher aide(s) and volunteer(s);
- Helps students analyze and improve study methods and habits;
- Conducts ongoing assessment of student achievement through formative and informative testing;
- Assumes responsibility for extracurricular activities as assigned. Sponsors, plans and implements co-curricular activities/programs, such as curricular fairs, awards programs, and/or field trips as designated by the principal;
- Prepares students for participation in Skills USA, HOSA, or other similar type CTE activities and competitions as applicable.
- Maintains positive role model for students;
- Supports mission of school district;
- Creates classroom environment conducive to learning and appropriate for the physical, social and emotional development of students;

- Manages student behavior in accordance with WV Board of Education Policy 4373 (Expected Behavior in Safe and Supportive Schools) and student handbook;
- Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities;
- Establishes and maintains open communication by conducting conferences with parents, students, principals and teachers to support student learning;
- Maintains a professional relationship with colleagues, students, parents, and community members;
- Uses effective communication skills to present information accurately and clearly;
- Participates in staff development activities to improve Standards of Practice for self and colleagues;
- Keeps informed and complies with state, district and school regulations and policies for classroom teachers;
- Compiles, maintains and files all physical and computerized reports, records and other documents required;
- Attends and participates in faculty meetings and serve on staff committees as required;
- Adheres to Employee Code of Conduct as outlined in Nicholas County School's Board of Education Policy;
- Implements programs of study;
- Fosters a classroom climate conducive to learning;
- Utilizes instructional management systems models that increase student learning;
- Monitors student progress towards mastery of instructional goals and objectives;
- Communicates effectively within the educational community, and with parents on a regular basis;
- Meets professional responsibilities;
- Provides an atmosphere conducive to learning consistent with school/county mission;
- Provides curricula required by the state of West Virginia;
- Demonstrates behavior which reflects established professional responsibilities (i.e. attendance, punctuality, and verbal/nonverbal communication);
- Effective July 1, 2003, demonstrates competency in the knowledge and implementation of technology standards; and
- Performs other duties as assigned.

PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multimedia equipment, and use repetitive motions. While performing the duties of this job, the employee may **frequently lift and/or move at least 10 pounds** of materials. Lifting requirements are higher for some fields of study. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Most commonly, the educational setting is indoors. The noise level in the work environment is low to moderate (20-60 dB).

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.

Revised: April 14, 2023