

MAPLE RUN UNIFIED SCHOOL DISTRICT

Job Description

Job Title: Career and Technical Education Teacher for Digital Media Studies
Location: Northwest Technical Center
Job Group: Educators
Reports to: Director, Northwest Technical Center

Summary: Covers content within the five types of multimedia (text, image, audio, video, and animation). Delivers an in-person and on-line competency-based instructional program from within approved industry standards. Establishes a learning environment that motivates learners and provides personal growth according to the individual's ability. Maintains effective relationships with students, parents, and other staff members.

Essential Duties and Responsibilities:

1. Covers content within the five types of multimedia (text, image, audio, video, and animation) by:
 - a. Using business and industry endorsed software.
 - b. Offering a minimum of two industry related credentials and a minimum of two dual enrollment college courses.
 - c. Collaborating with Northwest Access TV and other related business and industry that supports work based learning
 - d. Consulting closely with colleges, employers, and colleagues to support workforce development.
 - e. Participate in industry-related events and competitions (i.e., SkillsUSA).
2. Provides both in-person and on-line competency-based appropriate learning experiences from within approved industry standards by:
 - a. Developing lesson plans and instructional materials that support a multi year/multi age, A/B year.
 - b. Establishing an online classroom (i.e., Google Classroom)
 - c. Providing individualized and group instruction in assigned subject matter using best practices as specified in school regulations and procedures and as mandated by state law.
 - d. Assessing and monitoring learning using a variety of methods and adapting the curriculum according to individual student needs.
 - e. Establishing and maintaining standards of student behavior to optimize an effective learning atmosphere.
3. Maintains effective professional interactions with students, parents, and appropriate contacts by:
 - a. Communicating school related issues, concerns, and successes by means of newsletters, notes, phone calls, conferences, technology, etc.
 - b. Being available to students and parents for education-related purposes outside the instructional day.
 - c. Creating an environment that is instructionally appropriate for age/grade of assigned students.
 - d. Identifying student needs and developing strategies for individual education plans. May also make appropriate referrals to other resources.

- e. Planning and coordinating the work of employees, parents, and volunteers in the classroom and on field trips.
4. Evaluates pupils' academic and personal growth, keeps appropriate records and prepares progress reports.
5. Manages program budget.
6. Establishes and maintains an active advisory committee in accordance with the State plan for Career and Technical Education.
7. Maintains an accurate and current inventory of equipment and tools, as required both locally and by the State, for accounting and equipment amortization purposes. Clear procedures for managing inventory and educational spaces must be posted for students to follow.
8. Educational spaces must be structured, organized, and clean.
9. May perform other responsibilities as assigned.

Supervisory Responsibilities: Supervises classroom employees, students, and volunteers. Monitors student discipline through an appropriate classroom management program. Assists administration in establishing and maintaining school-based discipline and a positive learning environment. Maintains a safe learning environment and takes all necessary and reasonable precautions to protect student's equipment, materials, and facilities.

Qualification Requirements: To perform this job successfully, an individual must be knowledgeable in Adobe Creative Cloud, video and photography equipment, Mac and PC environments, and other current technologies relevant to industry standards. An individual must be able to demonstrate a high degree of interpersonal and communication skills, attention to detail, and adaptability. Each essential duty must be performed in a satisfactory manner.

Education and/or Experience: Bachelor's degree in content area and equivalent work experience.

Certificates, Licenses, Registrations: Valid Vermont Teaching License with appropriate endorsement for academic assignment and/or level of assignment.

General Language Skills: Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures, or governmental regulations. Ability to write lesson plans, reports, and correspondence. Ability to effectively present information and respond to questions from students, parents, staff, and the public. Ability to use a variety of assessments for student work. Ability to communicate effectively with students, parents, colleagues, administration, and greater school community.

General Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference, fundamentals of algebra, and geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

General Reasoning Ability: Ability to solve practical problems and deal with a variety of situations where limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Interpersonal Skills: Ability to establish and maintain effective relationships with students, peers, and parents; skill in oral and written communication. The individual must demonstrate the ability to work with others in a collegial and cooperative manner, must show acceptable interpersonal skills, and follow directions of school leadership.

Other Skills and Abilities: Ability to apply knowledge of current research and theory specific to assigned instructional academics program; ability to plan and implement lessons based on content and school objectives and the needs and abilities of assigned students. Is knowledgeable with special education regulations in order to participate in Instructional Educational Plans (IEP) teams and to carry out student IEP accommodations and goals. Ability to perform duties with awareness of all district requirements and Board policies.

***Physical Demands** The physical demands described here represent 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 stand, talk, and hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs. such as boxes of books. The employee is directly responsible for safety, well-being, or work output of others. Specific vision abilities required by the job include close vision such as to read handwritten or typed material, and 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.

***Work Environment:** The work environment characteristics described here represent 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.*

The noise level in the work environment is moderate to loud. Duties are primarily performed indoors and occasionally outdoors.

Terms of Employment: Per Master Agreement

Evaluation: Per established performance review cycle.

Date: 4/27/2020

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.