

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: TEACHER – CAREER TECHNICAL EDUCATION (CTE)

General Description

Under the direct supervision of the Director/Principal-Alternative Education, teaches entry-level career technical skills to student's age 16 years to adults.

Certification and Education

Must qualify for a Career Technical Education Teaching Credential authorizing teaching in the subject area.

Knowledge, Abilities and Experience

Demonstrated knowledge and experience in teaching students in need of vocational education; knowledge of and ability to implement the intent of federal and state mandates for career technical education in a classroom setting; ability to communicate successfully with students, parents and staff.

Duties and Responsibilities

ESSENTIAL DUTIES:

Develops and implements curriculum suited to the education and training of students for entry-level positions; stays up-to-date with current practices in business and/or industry and makes certain that the curriculum is kept updated to reflect all changes; trains students for entry-level positions following the approved curriculum; teaches the skills necessary for job readiness, including how to locate jobs, prepare resumes and how to successfully interview; performs evaluations of students based on skill proficiencies that directly follow the current curriculum; assigns grades that reflect the level of readiness achieved by students; keeps accurate records of student attendance; works with students to assist them to develop a strong work ethic; supervises students at all times; supervises entry and leaving of class by students.

OTHER RELATED DUTIES:

Follows the approved guidelines in order to properly supervise students; develops community classroom sites according to state guidelines; at least once a year arranges to meet with advisory committee to evaluate the program standing and make recommendations for program improvement; attends all faculty meetings and in-service workshops; performs other related duties as assigned by the Director and mutually agreed upon.

Working Conditions

Working conditions described here 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 qualified individuals with disabilities to perform the essential functions. Variations in conditions may occur under certain circumstances.

Physical Demands

Incumbents stand and sit for long periods of time; walk short distances on a regular basis; use hands and fingers to operate a computer keyboard or other office equipment; reach with hands and arms; stoop, kneel, or crouch; speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voice over telephone and in person; and move and transport materials weighing up to 20 pounds.

Environment

Duties are performed in a specialized classroom environment.

Approved: Anisha Munshi 9/4/19
Anisha Munshi, Ed.D. Date
Assistant Superintendent-Personnel Services

Revised: 10/11/10
1/05/11
5/5/11, 6/14/11 (Updated Working Conditions and Physical Demands
6/26/11 Supervision changed from Director-ROP to Director-AED
8/20/18 Updated Certification and Education
9/4/19 ROP changed to CTE