



Submitted For
Approval: 8/6/2019
Effective: 8/7/2019

JOB TITLE:	TEACHER TECHNICAL EDUCATION	
DIVISION	ACADEMIC SCHOOL	
SALARY SCHEDULE/GRADE:	JOB FAMILY III	
WORK YEAR:	187 DAYS (PLUS ADDITIONAL DAYS AS APPROVED)	
FLSA STATUS:	EXEMPT	
JOB CLASS CODE:	4625	4567
BARGAINING UNIT:	CERT	CERT

SCOPE OF RESPONSIBILITIES

Plans, organizes and delivers the program of instruction based on approved curriculum; monitors, evaluates, and communicates student progress; maintains records and makes reports; enforces Board policies, regulations, and rules; supervises students, and secures and maintains school property and materials.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Meets and instructs assigned classes in the locations and at the time designated
- Creates and maintains a classroom environment that is conducive to learning and appropriate to the maturity and interests of students
- Guides the learning process toward the achievement of program goals and establishes objectives for all lessons, units, projects, and the like in order to communicate these objectives to students
- Employs instructional methods and materials that are appropriate for meeting stated objectives, prepares for classes, and maintains written evidence of preparation
- Assists the administration in implementing Board policies, administrative regulations, and school rules governing student life and conduct; develops reasonable rules of classroom behavior and procedure; and maintains order in the classroom in a fair and just manner
- Assesses the accomplishments of students on a regular basis and provides progress reports and counseling to parents as required concerning academic and behavioral progress of all assigned students
- Takes necessary and reasonable precautions to protect students, equipment, materials and facilities
- Maintains accurate, complete and correct records as required by law, District policy, and administrative regulation
- Continues personal professional growth and upgrading of skills appropriate to teaching assignments
- Attends staff meetings, serves on staff committees, and accepts a share of responsibility for program-related activities
- Performs health services, if needed, for which training will be provided
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for fine manipulations. The work at times requires the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery.

MINIMUM QUALIFICATIONS

- Kentucky certification and endorsements appropriate to the technical program assignment
- Successful and appropriate occupational experiences and academic preparation approved and required by the Board and Kentucky Administrative Regulations
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Experience in a diverse workplace

