

HILLSBORO CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: VOCATIONAL TEACHER

File 307

Reports to: Principal

Job Objective: Plans, implements, and assesses student learning experiences. Strives to help each student grow academically and make appropriate choices. Facilitates parental involvement.

Minimum Qualifications:

- Valid state department of education license/certificate appropriate for the position.
- Meets Highly Qualified Teacher (HQT) requirements (for core academic subjects).
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Adheres to the *Licensure Code of Professional Conduct for Ohio Educators*.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with skills essential to the objectives of the position.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Consults with employers and other appropriate resources to identify entry-level, ongoing and advanced career/technical qualifications related to the vocational field of study.
- Assists with program planning and curriculum development.
- Monitors compliance with all licensing agreements.
- Recommends class schedules based on documented needs and equipment/classroom availability.
- Complies with state regulations in preparing and maintaining program accreditation and charters.
- Works with administrators and guidance staff to promote program services/activities.
- Helps students evaluate career options. Promotes a balanced perspective of work and family life.
- Secures community-based job training/employment sites. Upholds laws governing the employment of minors (e.g., prohibited occupations, restricted working hours, etc.).
- Coordinates job training activities (e.g., student placements, application/interview processes, work site adaptations, job coaching/supervision, student progress reports, attendance/retention, etc.).
- Prepares the classroom or designated area for instruction. Teaches assigned classes. Insures that instruction is aligned to state standards.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.
- Refers district policy questions to administrators.
- Maintains a thorough understanding of subject matter. Organizes appropriate subject content and learning goals. Develops lesson plans that align with state standards and the district's adopted courses of study/curriculum goals.
- Evaluates the academic needs of students. Develops effective student educational experiences that engage and stimulate student learning.
- Varies instructional techniques to address diverse student learning styles.
- Communicates expectations, provides guidance, and shows an active interest in student progress. Helps parents/students understand program objectives and performance standards.
- Uses formal and informal assessment strategies to manage student learning and monitor progress.
- Helps students identify and make use of supplemental instructional/media resources.
- Encourages self-reliance, problem-solving, critical-thinking, creativity, and performance skills.
- Helps facilitate community participation in activities that enhance student learning.
- Maintains a positive learning environment. Facilitates student learning activities that encourage collaboration and positive peer relationships.
- Supervises and participates in supplemental program activities (e.g., training conferences, field trips, job fairs, student competitions/award programs, summer intern programs, etc.) as directed.
- Collaborates effectively with other staff. Shares knowledge and resources that enhance student learning.
- Evaluates student achievement/performance. Prepares progress reports.
- Consults with parents as needed (e.g., phone calls, E-mail, written notes, meetings, etc.).
- Consults with support personnel and families to address student concerns (e.g., academic difficulties, excessive absences, behavior mental/physical health, family/peer relations, etc.).
- Requests a student evaluation when a disability is suspected. Assists with the multi-factored evaluation (MFE) process. Meets mandated paperwork time lines.
- Helps the intervention assistance team (IAT) prepare an Individualized Education Plan (IEP) for classroom students meeting eligibility requirements.
- Facilitates opportunities for students with disabilities to participate in an inclusive educational environment. Implements behavior management and/or prescribed medical plans when required.
- Proctors district testing activities as directed. Upholds state mandated security procedures.
- Helps students with content-area preparation activities.

- Promotes the proper care and use of school property. Ensures that all materials are stored properly. Works with staff/students to address equipment safety/security.
- Maintains the confidentiality of privileged information.
- Upholds the student conduct code. Implements effective pupil management procedures.
- Provides appropriate student supervision.
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Supervises assigned non-classroom activities.
- Participates in staff meetings, conferences, and other required school activities.
- Pursues educational opportunities to enhance professional performance.
- Supports workplace initiatives that enhance personal productivity and advance district goals.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Provides prompt notification of delays or absences. Ensures that student lists and teaching materials are readily available for substitutes.
- Performs other specific job-related duties as directed.

Abilities Required:

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Interprets information accurately and initiates effective responses.
- Maintains accurate records and submits required paperwork on time.
- Maintains an acceptable attendance record and is punctual.
- Manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

Working Conditions:

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.
- Working in proximity to moving mechanical parts.

Performance Evaluation:

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Hillsboro City School District Board of Education.

The Hillsboro City School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and unforeseen events.

I have received a copy of this job description for my present position.

Revised September 2009

Signature

Date