

## JOB DESCRIPTION

<b>POSITION TITLE:</b> Teacher/Cooperative Vocational Education (DCT, ME, VOT/CBE, CVAE)	<b>JOB CODE:</b> 150
<b>DIVISION:</b> Leadership	<b>SALARY SCHEDULE:</b> Teacher
<b>DEPARTMENT:</b> Leadership	<b>WORK DAYS:</b> 188
<b>REPORTS TO:</b> Principal	<b>PAY GRADE:</b> CIT (4,5,6, or 7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> To develop in each pupil an awareness of the importance of the functions of labor and management in the work environment, technological advances which affect business and industry, personal responsibility in career preparation and career decision making. Cooperative vocational education provides for leadership development, an understanding of the American economic system and on-the-job skill training leading toward a career in a specific occupational area. Cooperative vocational education broadens students' perspective for career goals and creates and stimulates achievement in personal and community activities.	

**REQUIREMENTS:**

1.	Educational Level: Bachelor Degree
2.	Certification/License Required: Valid Georgia Teaching Certificate
3.	Experience: None
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; instructional strategies that connect the curriculum to the learners, student management

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

1.	Demonstrates prompt and regular attendance.
2.	Teaches concepts and skills in areas related to cooperative vocational education; instructs pupils in citizenship and basic subject matter specified in state law and the school district; organizes class activities so that preparation, instruction or laboratory work and clean-up activities can be accomplished.
3.	Demonstrates skill techniques in the career interest area and prepares appropriate instructional aids; provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil; instructs pupils in the use, care, and safe operation of necessary tools and equipment. Makes minor adjustments.
4.	Establishes and maintains standards of pupil behavior needed to provide an orderly, productive environment; evaluates each pupil's progress in concepts and skills of subject taught and contribution to a group project or goal.
5.	Selects, requisitions and inventories books, instructional aids and equipment.
6.	Communicates with parents, employers, and school counselors on pupil progress and on-the-job activity.
7.	Identifies pupil needs, and cooperates with other professional staff members in helping pupils solve problems; supervises pupils in non-instructional activities during the assigned working day.
8.	Participates in curriculum and other developmental programs; participates in faculty committees and may be asked to sponsor student activities.
9.	Maintains current vocational information for pupils interested in professional careers and resource materials; maintains professional competence through in-service education activities; maintains active local advisory committee for the curriculum area.
10.	Prepares and maintains student reports for pay, time on job, number of contacts, etc.; prepares training agreement for each student and checks with the employer to determine needed changes.

11.	Provides for employer appreciation activity.
12.	Maintains prompt and professional communication with parents.
13.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_