LAKE HAVASU UNIFIED SCHOOL DISTRICT #1
HR DEPARTMENT

Position Title:	CTE – Digital Communications Teacher	**Location:**	High School
Reports To:	Principal/CTE Coordinator	**Supervises:**	None
Classification:	Certified	**Status:**	Full-time
FLSA Status:	Exempt	**Benefit Eligible:**	Yes
Work Year:	188 days / 10 months	**Salary:**	See lhusd.org website

Qualifications

- Valid appropriate Arizona Career & Technical Education (CTE), K-12 Teaching Certificate required
- IVP fingerprint clearance card through AZ Department of Public Safety

Function

- To serve as a teacher of CTE Audio/Visual program in the Arts/Communications/Humanities Pathway
- This program includes the following CTE courses:
    - Introduction to Digital Communications
    - Intermediate Digital Communications Journalism
    - Intermediate Digital Communications Yearbook
    - Advanced Digital Communications Journalism H/R
    - Advanced Digital Communications Yearbook H/R

Responsibilities and Requirements

CURRICULUM AND INSTRUCTION

- CURRICULUM: know and be guided by the curriculum guides of the Arizona CTE division, district and the school
- LESSON PLANS: maintain a plan book of daily instruction based on district curriculum guides, and emergency plans in the event of illness
- OBJECTIVES: establish and communicate to students well-defined objectives for each lesson, including related projects and activities
- INSTRUCTION: be responsible for an instructional program and the utilization of teaching methods which consider the individual needs, interests, abilities and maturity levels of the student; comfortable using technology to instruct
- CONTENT: responsible for following the curriculum guidelines as approved by the State Career & Technical Education (CTE) Program Guide and CIP Codes
- Responsible for teaching Digital Communications media skills which include:

    - Create a portfolio to demonstrate ability
    - Create a yearbook with class
    - Create Royal Report productions
    - Participate in work-based learning experiences
    - Demonstrate communication skills
    - Explore the audio/visual industries and their role in the economy
    - Demonstrate business and financial management practices
    - Evaluate leadership styles
    - Participate in SkillsUSA (CTSO)
    - Exhibit ethical and legal responsibility
    - Practice safety
    - Operate studio equipment
    - Operate a studio control room
    - Control set lighting
    - Set up and operate field/location equipment
    - Produce and edit digital images
    - Exhibit the knowledge and skills required to design and execute a production for presentation
    - Produce and edit digital video/animation
    - Develop interactive media
    - Manage digital media
    - Apply knowledge of audio and visual equipment for productions
    - Demonstrate ability to podcast

STAFF PERSONNEL

- MEETINGS: attend staff meetings and district in-service programs
- COMMITTEES: serve on committees as requested
- SCHOOL ACTIVITIES: be responsible for discharging instructional and non-instructional school-related activities as assigned
- SUPERVISION & EVALUATION: supervise, evaluate, and provide work assignments to assigned teacher aides and/or student teachers
- TEAM MEMBER: be responsible for own involvement as a contributing member, involving group decision making and the development of a positive, cooperative building environment; comply with CTE requirements within your courses, program, pathway, & CTE team

STUDENT PERSONNEL

- EVALUATION: evaluate and provide individual student progress on regular basis and keep requisite records; justify promotions, retentions, and special program recommendation
- HEALTH & WELFARE: identify and refer unusual student behavior to appropriate specialists; report to the nurse any injury or illness to a student or self
- DISCIPLINE: be responsible for enforcing building approved discipline plan
- SUPERVISION: be responsible for the supervision of students at all times

OPERATIONS

- POLICIES & REGULATIONS: know and observe Board policies and regulations
- PUPIL ATTENDANCE & TARDINESS: keep records of pupil attendance
- TEACHER ABSENCE: advise administration in accordance with district policy
- BOOKS & SUPPLIES: account for school and district property, as required
- PHYSICAL PLANT: advise administration immediately of needed repairs, replacements and/or unsafe building conditions
- COMPLETION OF DAILY DUTIES: remain in school after dismissal of students, as necessary to complete daily duties, attend meetings, hold parent conferences, etc.
- EMERGENCY PROCEDURES: follow school regulations regarding emergency procedures
- ATTENDANCE: report to work daily at times assigned and remain on thru time prescribed in district policy

FINANCE/BUSINESS MANAGEMENT

- RECOMMENDATIONS: responsible for submitting and justifying recommendations to Building Principal or designee

SCHOOL/COMMUNITY RELATIONS

- PARENT CONFERENCES: meet with parents as required to advise them concerning student needs and progress
- INTERPRETATION: interpret school policies and programs to students and parents

OTHER

- HEALTH: responsible for performing those duties which protect the health and safety of students and employees
- OTHER DUTIES: responsible for performing other job-related duties as assigned by the Building Principal

Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software
- May require lifting materials and supplies weighing up to 25 pounds

Other Information

- Must be able to pass a fingerprint clearance and background check

EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.