



Mobile County PUBLIC SCHOOLS

Job Description Title – HEALTH OCCUPATIONS TEACHER

SUPERVISED BY/REPORTS TO: Principal or his/her designee.

FLSA Designation: Exempt

POSITION SUMMARY:

Classroom teachers must create a flexible and supportive educational program and classroom environment conducive to learning and personal growth. The teacher will provide instruction in specific areas of Health Science Education to ensure that students are prepared with the knowledge and hands-on skills related to the health care industry in preparation for an entry-level career and/or post-secondary opportunities; This position will instruct the Patient Care Clinical Pathway and certify PCT/CNA students.

QUALIFICATIONS:

- Must have an appropriate valid Alabama teaching certificate in Health Occupations OR be eligible for a Health Occupations teaching certificate.
- Must have a valid Alabama RN License as a health care provider and have a **Bachelor's Degree in Nursing** from an institution of higher education that was appropriately accredited per the Alabama State Department of Education.
- The Alabama RN license must be maintained throughout employment with MCPSS.
- Must have a minimum 2.75 GPA on a 4.0 scale. Persons with Master's Degrees must have a minimum of 3.0 on a 4.0 scale.
- Must have two (2) years (24 months = 4,000 hours) of full-time work experience within the past 5 years in the health care field and 1-year of geriatric long-term care experience.
- Must have current CPR and First Aid Provider Instructor Certification.
- Must be punctual and maintain regular attendance in accordance with district policy.
- Must attend and complete the all of the ALSDE CTE-TCP required teacher certification training sessions and conferences.

LANGUAGE SKILLS:

Ability to communicate fluently in English, both verbally and in writing. Ability to effectively present information and respond effectively to questions in one-on-one and small group situations to students, parents, and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as the Alabama Course of Study, safety rules, Individual Education Plans (IEPs), operating and maintenance instructions, procedure manuals, governmental regulations, professional journals, and any other instructional documents deemed necessary to conduct the requirements of the job. Ability to draft routine reports and correspondence that conform to prescribed style and format.

INTERPERSONAL SKILLS:

Works well with others from diverse backgrounds and cultures. Focuses on solving conflict, maintaining confidentiality, listening to others without interrupting, keeping emotions under control, remaining open to others' ideas, and contributing to building a positive team spirit. Ability to effectively present information and respond effectively to questions in one-on-one situations and promotes positive interactions with other faculty members. Teachers should be sure that all their social media accounts are professional and appropriate.

REASONING ABILITY:

Ability to identify and define problems, collect data, establish facts, and draw valid conclusions.
Ability to interpret an extensive variety of technical instructions.

COMPUTER SKILLS:

Proficient knowledge of computer usage and ability to use email, internet software, and word processing software. Proficient usage of Microsoft Office. Must learn other software used by the district.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The performance responsibilities and essential duties described here are representative of the knowledge, skill, and/or ability required to do the job. An employee must meet these to perform the essential functions of this job successfully and satisfactorily.

Instructional

1. Creates and maintains a learning environment in which all students are actively engaged and contributing members.
2. Develops and implements lesson plans and activities for the curriculum which provides for effective teaching strategies.
3. Develops, selects, and modifies instructional plans and materials to meet the needs of all students by presenting subject matter according to the guidelines of MCPSS and the Alabama State Department of Education.
4. Employs a variety of instructional techniques and media/technology consistent with the needs and capabilities of the student groups involved.
5. Assigns lessons, grade papers, and oral presentations by recording results in PowerSchool and Schoology.
6. Maintains accurate attendance records in PowerSchool and Schoology and identifies chronic attendance problems that effect student learning.
7. Provides instruction that is realistic in terms of current and future job specifications in the healthcare industry. Provides related instruction with laboratory, or other occupational experience that is appropriate to the career objectives of the student.
8. Works cooperatively with special population teachers to modify curricula as needed for students being served through special programs.

Communication

1. Works as a partner with parents, families, and the community. Communicates regularly with parents by means of newsletters, notes, phone calls, conferences, etc.
2. Provides progress and interim reports as required.
3. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

Professionalism

1. Maintains a professional relationship with all colleagues, students, parents, staff, and community members.
2. Participates in the school and district's professional development programs. Strives to maintain and improve professional competence through attendance at workshops, seminars, conferences, and/or advanced coursework at institutions of higher learning.
3. Demonstrates behavior that is professional, ethical, and responsible. Keeps informed of and complies with state, district, and school regulations and policies for classroom teachers. Compiles, maintains, and files all required reports, records, and other documents in a timely manner.
4. Attends staff, department, and committee meetings as required. Updates technical skills yearly as required by the ALSDE CTE TAPE Compliance tool.
5. Prepares annual CTE program budget, orders instructional materials, supplies and equipment according to district procedures and maintains inventory records as required.
6. Maintains professional dress and grooming as outlined by campus/district guidelines.
7. Maintains a positive attitude toward school and district when out in public.

8. Contributes to the teaching profession by serving role model in delivering effective teaching and learning programs.

Occupational Support

1. Works with guidance personnel in the recruitment of students.
2. Works with an advisory committee from the healthcare industry.
3. Assists in the placement of students in the healthcare industry.
4. Conducts an annual follow-up on graduates from the program and maintains records of their placement in-field.
5. Participates in Business and Industry Certification of CTE program.
6. Assists students to make informed decisions regarding occupational goals.
7. Joins and participates in Career Technical Student Organization related program activities.

Classroom Management and Organization

1. Interacts in respectful ways with students, maintaining a physically and emotionally safe, supportive learning environment that is characterized by efficient and effective routines, and clear expectations for behavior that maximizes student learning.
2. Manage and guide student behavior in accordance with the Student Code of Conduct and student handbook.
3. Maintains a clean, safe, and orderly classroom.

OTHER DUTIES:

Performs any other such duties as the principal or supervisor may require.

Participates in various student and parent activities of the school, including, but not limited to, PTA or PTO, student clubs and organizations, and after school activities.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job:

- The employee is regularly required to speak and listen.
- The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel, or squat.
- The employee may regularly lift and/or move up and occasionally lift up to 40 pounds.
- Specific vision abilities required by this job include close vision, distance vision, ability to focus, and peripheral vision.

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Certified Employees. Evaluation will be conducted by the building principal or his/her designee.

TERMS OF EMPLOYMENT

9-months (187 days) 7 hours per day usually Monday through Friday. Daily work schedule will be determined by the principal or his/her designee. Work assignments and schedules are subject to change. At Will Employee subject to the Students First Act of 2011 and other applicable state and federal laws.

SALARY - See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.

THE MOBILE COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.