

**Job Title:** Teacher – Career and Technical Education

**FLSA Exemption Status:** Exempt

**Term:** 200 days

**Minimum Qualifications:**

1. Valid Tennessee teaching license with appropriate endorsement(s);
2. Strong written, verbal, presentation and interpersonal skills; and
3. Meets health and physical requirements.

**Job Objectives/Goals:**

To teach students the basic skills and knowledge applicable to a specific occupation and to instill in each student safe working habits.

**Responsibilities and Essential Functions:**

1. Instruct students in subject matter, using various teaching methods, such as lecture and demonstration, and uses audiovisual aids and other materials to supplement presentations;
2. Prepare teaching outline for course of study, and assigns lessons and corrects homework papers;
3. Administer tests to evaluate students' progress, records results, and issues reports to inform parents of student's progress;
4. Keep accurate attendance records;
5. Maintain discipline in classroom and in school yard;
6. Participate in faculty and professional meetings, educational conferences, and teacher training workshops;
7. Maintain up-to-date class/shop inventory records;
8. Maintain shop and class equipment in a safe and workable condition;
9. Keep financial records consistent with school board policy and the Tennessee State Financial Management Manual;
10. Is able to perform the task that he/she teaches;
11. Is able to comply with established industry standards;
12. Is able to work with students, associates, parents, community groups, and business/industry personnel in a cooperative and professional manner;
13. Ensure that students are instructed in the safe and proper use of equipment and monitors their use; and
14. Perform other work-related duties as assigned.

**Skills and Abilities Required:**

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

1. **Intelligence:** The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. **Verbal:** Ability to understand meanings of words and the ideas associated with them.
3. **Numerical:** Ability to perform arithmetic operations quickly and accurately.
4. **Spatial:** Ability to comprehend forms in space and understand relationships of plane and solid objects.
5. **Manual Dexterity:** The ability to move the hands easily and manipulate small objects with the fingers.
6. **Color Discrimination:** The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.

**Physical Demands:**

This job may require lifting of objects that exceed 50 pounds, with frequent lifting and/or carrying of objects weighing up to 25 pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing
3. Stooping and/or kneeling
4. Reaching
5. Talking
6. Hearing
7. Seeing

**Reports To:** Building Principal

**Disclaimer:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job.

