



# Oroville School District

816 Juniper Street Oroville, WA 98844  
509.476.2281 [www.oroville.wednet.edu](http://www.oroville.wednet.edu)

## **CTE Teacher**

**Reports to:** JH/HS Principal

**Salary Schedule:** Certificated Salary Schedule

**Building:** JH and or High School

**Hours/Days:** 7.25/180+

**Certification:** WA Teaching Certificate

### **Summary:**

The job of the CTE instructor is to work with industry-related individuals, members of the CTE department, and school staff to develop and teach a sequence of courses in a program designed to help students develop academic, technical, and work readiness skills in order to enter the workplace or into an articulated post-secondary education area. While this position is designed to capitalize on the certification and strengths of the individual candidate to build a viable program for students.

### **Examples of Duties**

The CTE instructor is expected to create a flexible instructional program and a class environment favorable to learning and personal growth. In addition, the CTE instructor will establish effective rapport to motivate and encourage student growth down a curricular Program of Study. Other duties include supervising students within the classroom, on campus, and at school events, providing a safe learning environment and establishing positive relationships with other staff members.

### **CTE Specific Requirements**

- Experience or skills to teach within a CTE program area
- May lead a Student Leadership Organization Chapter with an extended contract stipend
- Align to leadership standards for framework approval
- Participate in General Advisory Committee Meetings and CTE meetings
- Maintain and keep an inventory of CTE equipment
- Develop, maintain, and follow frameworks consistent with courses being offered
- Maintain a current CTE certificate within the required endorsement area
- Maintain course approval by meeting the requirements of the approval submission process as determined by OSPI

### **Community Collaboration and Communication**

- Work with parents and other community members to support CTE classes and organizations
- Demonstrate excellent written and verbal communication skills
- Work collaboratively and collegially with a team of teachers to develop an integrated curriculum aligned to grade level expectations, related Common Core Standards, and 21st Century Skills
- Engages in and supports the RTI/MTSS & PBIS models, and all School initiatives
- Promote integration of academic skills and specific CTE curriculum
- Contributes to the development and implementation of program and school wide programs of study for students
- Becomes involved with community and local careers and related events to establish a connection to career pathways for the students we serve
- Assists in developing a collaborative environment among staff and also students

### **General Instruction Skills**

- Develop lesson plans and instructional material and provide individualized and small group instruction and be able to adapt the curriculum to meet the needs of individual students
- Guides the learning process toward the achievement of curriculum goals, establishes clear objectives for all lessons, units, projects and communicates these objectives to students
- Use engaging instructional methods and materials consistent with the District's professional development offerings
- Ability to analyze instructional practices through regular and ongoing observations and dialogues associated with mentoring and coaching
- Meets with and instructs students toward their individual needs and deficits
- Effectively use technology in the delivery of curriculum and instruction
- Maintain regular attendance report and enter grades into the designated system as per district policy
- Evaluate pupils' academic and social growth, maintain appropriate records, and prepare progress reports and report cards

### **Classroom Management**

- Create and maintain a classroom and building environment that is conducive to learning and appropriate for individual interests, learning styles and maturity of students
- Use effective classroom management techniques by establishing, sharing, and maintaining standards of pupil behavior, consistent with building and district policy

### **Assessment**

- Prepares students for success on State and District required tests/assessments
- Uses a variety of formative and summative classroom assessments to address student needs
- Analyzes state assessment data (i.e. test specs and release items) as well as district NWEA data to build lessons to address student deficits
- Administer classroom-based assessments
- Provides on-going assessment of student skill levels and progress
- Evaluates student academic and social growth, keeps appropriate records and prepares progress reports
- Assists in the development and maintains Individual Student Learning Plans for low-functioning students
- Assists in the diagnoses the learning disabilities of student

### **General Professional Abilities**

- Meet and instruct assigned classes in the location and at the time designated
- Comply with district policies, rules, and regulations
- Maintains thorough student files and records according to WAC and district requirements
- Engages in staff development plans and models
- Orders and secures necessary curriculum and supportive materials
- Perform other duties as assigned

### **Other Important Skills and Abilities:**

- Excellent communication skills with youth and adults
- Deep reservoir of patience
- Keeps calm and clear-headed under pressure
- Understands emotional needs and limits of self and at-risk youth
- Knows and practices stress and anger reduction techniques
- Knows and understands group and individual problem-solving techniques
- Understands elements of group dynamics
- Understands cultural and poverty issues with regards to individuals and families.
- True sense of caring for the success and needs of youth
- Sense of humor, reflective and positive
- Solution minded

- Can balance professional and personal demands on time and activities

**Additional Consideration given to candidates with the following documented skills:**

- Master's degree.
- Prior experience teaching dual credit courses.
- Student leadership experience.
- CTE Framework development skills.
- Have experience, interest, knowledge and ability to teach in a wide range of subject areas
- Ability and experience in developing Individual Learning Plans
- Experience in using data and assessment results to drive instruction
- Experience working with youth who have unique learning styles and needs

**Minimum Qualifications:**

- Washington State Teacher Certification with appropriate CTE V-code.
- Bachelor's Degree.
- Successful teaching experience at the secondary level in the CTE courses.
- Knowledge of subject matter and effective classroom instruction.
- Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint clearance.

**Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**MANDATORY CONDITIONS OF EMPLOYMENT:**

- Successful clearance of the FBI and Washington State Patrol fingerprint background check.
- Successful Washington State Sexual Misconduct clearance.
- Completion of Federal I-9, Employment Verification Eligibility form.

**ACKNOWLEDGMENT**

I have read and understand this Job Description and I am physically able or with reasonable accommodation, will perform these duties to the best of my knowledge and ability.

Reasonable Accommodations Needed:

EMPLOYEE

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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Employee's Printed Name