

Title: College and Career Technical Education Teacher (CCTE)

Qualifications:

1. Maintains a valid Massachusetts DESE teacher certification that is appropriate for the grade level and subject area assigned.
2. Proven ability to relate to a variety of constituencies, including but not limited to: administrators, parents, teachers, students, other school staff and visitors.
3. Possess good communication skills both verbal and written.
4. Demonstrated aptitude or competence for assigned responsibilities.
5. A sense of humor and a proven ability to work in a polite and friendly manner with all staff members, students, and with the larger educational community.
6. Such alternative to the above qualifications as the school department may find appropriate and acceptable.

Reports To:

Building principal and/or CCTE supervisor/director.

Job Goals:

1. To provide a well organized, smoothly functioning class environment in which students can access and make progress towards Massachusetts standards based curriculum and develop social and emotional skills in order to participate in society.
2. To provide students with the technical skills, academic skills and employability skills required for employment in current or emerging careers.
3. Provide a safe and supportive educational environment for all students.

Performance Responsibilities (include but are not limited to):

1. Meets and instructs assigned students in the locations and at the time designated.
2. Supervises all assigned students and any assigned paraeducators.
3. Plans a program of study that, as much as possible, meets the individual needs, interests and abilities of the students.
4. Creates a classroom/shop environment that is conducive to learning and student engagement.
5. Prepares for classes assigned, and shows written evidence of preparation upon request of immediate supervisor.
6. Guides the learning process toward the achievement of curriculum standards and establishes clear objectives which reflect these standards for all lessons, units, and projects.
7. Employs a variety of instructional techniques and instructional media.
8. Implements the school districts strategic plan and individual school improvement plans.
9. Evaluates and documents student work on a regular basis and provides progress reports as required.
10. Seeks the assistance of district specialists as needed and required.
11. Takes all necessary and reasonable precautions to establish and maintain high standards of student behavior in accordance with maintaining a safe and productive environment in a classroom/shop with potential hazards.
12. Maintains accurate and complete, student records as required by law, district policy, and administrative regulation.

13. Communicates with outside businesses to provide supervised workplace employment opportunities and learning experiences for qualified high school students in conjunction with the Co-op Coordinator.
14. Assists the administration in implementing all policies and rules governing student life and conduct and, for the classroom, develops reasonable rules of classroom behavior and procedure, maintaining order in the classroom in a fair and just manner.
15. To maintain and update Competency Tracking documentation for all assigned students.
16. Makes provisions for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
17. Communicates classroom plans with paraeducators on a regular basis.
18. Follows individual student safety plans, IEP's, 504's, health care plans, etc.
19. Strives to participate in professional development opportunities to remain current in their particular educational/occupational field.
20. To participate in program advisory committee meetings to ensure current industry practices and to comply with Chapter 74 mandates.
21. Attends staff meetings and serves on staff committees as required.
22. Establishes and maintains cooperative relationships with others.
23. Establishes and maintains open lines of communication with students, colleagues, and parents concerning both the broad academic and behavioral progress of assigned students.
24. Performs other related tasks and assumes other related responsibilities as may from time to time be as assigned by the Principal and/or Program Manager.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

Terms of Employment:

School Calendar Year

Evaluation:

Performance of this job will be evaluated annually in accordance with the provisions of the EAPC teacher contract on the evaluation of teachers.

Salary:

Per current EAPC teacher contract

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Revision Plymouth School Committee:

Information: December 18, 1995

Discussion: December 18, 1995

Approved: December 18, 1995

Plymouth School Committee - Updated

Information: ----

Discussion: ----

Approved: ---