



Aviation Technology Instructor - Northland Career Center

Purpose Statement

A Career and Technical Education (CTE) teacher's purpose is to empower students with the knowledge, skills, and practical experiences necessary to thrive in the rapidly evolving landscape of the workforce. As a CTE teacher, the primary goal is to bridge the gap between academic learning and real-world application, preparing students for successful careers in various industries.

This Job reports to Building Administrators.

Essential Functions

- Works with the program's Advisory Committee to maintain current industry standards; incorporates current practices from business, industry and education to support instruction.
- Develops and maintains industry relevant curriculum, syllabi and related instructional activities.
- Assists the management of budget expenses to support instructional activities.
- Performs preventative maintenance and minor repairs on shop/lab equipment as needed.
- Organizes classroom and/or laboratory in a manner which is conducive to learning.
- Maintains positive classroom management by setting and communicating high, consistent expectations for learning and achievement.
- Prepares for classes assigned and shows written evidence of preparation upon request by immediate supervisor.
- Employs a variety of effective instructional strategies consistent with lesson objectives that meet the individual needs, interests, and abilities of the students.
- Recognizes the teacher's responsibility for monitoring student progress and adjusting instruction accordingly; evaluates students' accomplishments and progress in a timely and consistent manner.
- Prepares and grades classroom and lab assignments and examinations, and informs students of their academic progress and competency attainment.
- Maintains academic and attendance records.
- Develops relationships with business and industry to remain current and secure internship opportunities for students.
- Oversees on-the-job activities of students participating in the Internship Program.
- Assists students in obtaining related employment upon successful completion of the program.
- Attends meetings; participates in faculty, grade level and subject area committees and sponsorship of activities.
- Participates in after-school events such as Parent/Teacher Conferences, Advisory Meetings, NCC's Open House, Business and Community "After Hours", SkillsUSA, other CSTS events, and Graduation.

- Conducts an annual Program Self-Evaluation and submits results to the director.
- Evaluates overall program effectiveness and makes necessary program adjustments based upon evaluation results.
- Promotes Career and Technical Student Organization memberships and participation.
- Strives to improve professional competence through in-service education activities provided by the district and self-selected professional growth activities. This may include some summer events.
- Strives to achieve the objectives and expectations of the Teacher Performance Evaluation Plan.
- Displays appropriate personal and professional traits that exhibit a positive role model for students (NCC ROCK's).
- Performs basic computer functions; uses Career Center software for recording grades and finding student information.
- Utilizes smart boards, projectors and other instructional technology provided by the Career Center.
- Abides by Missouri statutes, and school board and administrations' policies and regulations.
- Ability to work to implement the vision and mission of the district.

Other Functions

- Exhibits dependability and punctuality in assigned duties; has consistent and regular attendance.
- Takes all reasonable precautions to protect students, equipment, materials, and facilities.
- Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
- Assists the administration in implementing all policies and rules governing student life and conduct, and develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- Reads, analyzes and interprets professional journals, state data, state standards, Board policy, administrative procedures and forms, and governmental regulations and guidance.
- Develops and follows a plan of self-improvement which promotes both personal and organizational goals.
- Demonstrates professionalism and appropriate judgment in behavior, speech, dress, and manner for the work setting.
- Demonstrates effective human relations and communication skills. Attends out of town meetings and training sessions as requested.
- Maintains strict confidentiality.
- Meets requirements to maintain Career Education certification.
- Supports district/school decisions in a positive manner with the public, other staff, etc.
- Performs all other duties as assigned.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to

satisfactorily perform the functions of the job include: concepts of grammar and punctuation; stages of child development and learning styles; and age appropriate activities.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communication with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; and working with frequent interruptions.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 34% sitting, 33% walking, and 33% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience desired.

Education: Bachelor's degree or higher in an area appropriate for the subject area being taught and four thousand (4000) hours of DESE-approved, related occupational experience obtained within the most recent ten (10) years;

Or verification of an associate's degree in an area appropriate for the subject area being taught and 5000 hours related occupational experience within the most recent 10 years;

Or verification of at least 6000 hours related occupational experience within the most recent 10 years.

Required Testing

None

Certificates and Licenses

Missouri Career Education - Airframe Mechanics

Continuing Education / Training

Desire to continue career improvement.

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Revised Date

Salary Grade

NCC Certified Salary Schedule