



POSITION TITLE:

Early Childhood Careers Instructor
Northland Career Center

F.L.S.A.:

Exempt

QUALIFICATIONS:

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

Missouri Career Education Childcare Assistant certificate

Desire to continue career improvement by enhancing skills and job performance

REPORTS TO:

Director of Northland Career Center

TERMS OF EMPLOYMENT:

Teacher contract plus extended days, with benefits according to Board policy.

JOB GOAL: To provide quality education and training, relevant to current industry standards, and to ensure students' success in the Early Childhood field.

ESSENTIAL JOB FUNCTIONS:

1. Works with the program's Advisory Committee to maintain current industry standards; incorporates current practices from business, industry and education to support instruction.
2. Develops and maintains industry relevant curriculum, syllabi and related instructional activities.
3. Attain/maintain relevant program accreditation/certification.

4. Assists in the management of budget expenses to support instructional activities.
5. Performs preventative maintenance and minor repairs on shop/lab equipment as needed.
6. Organizes classroom and /or laboratory in a manner which is conducive to learning.
7. Maintains positive classroom management by setting and communicating high, consistent expectations for learning and achievement.
8. Prepares for classes assigned and shows written evidence of preparation upon request by immediate supervisor.
9. Employs a variety of effective instructional strategies consistent with lesson objectives that meet the individual needs, interests, and abilities of the students.
10. Recognizes the teacher's responsibility for monitoring student progress and adjusting instruction accordingly; evaluates students' accomplishments and progress in a timely and consistent manner.
11. Prepares and grades classroom and lab assignments and examinations, and informs students of their academic progress and competency attainment.
12. Maintains academic and attendance records.
13. Develops relationships with business and industry to remain current and secure internship opportunities for students.
14. Oversees on-the-job activities of students participating in the Internship Program.
15. Assists students in obtaining related employment upon successful completion of the program.
16. Attends meetings; participates in faculty, grade level and subject area committees and sponsorship of activities.
17. Participates in after-school events such as Parent/Teacher Conferences, Advisory Dinner, Freshman/Sophomore Open House, Business and Community "After Hours", SkillsUSA Plant Sale, and Graduation.
18. Conducts an annual Program Self-Evaluation and submits results to director.
19. Evaluates overall program effectiveness and makes necessary program adjustments based upon evaluation results.
20. Promotes Career and Technical Student Organization memberships and participation.
21. Strives to improve professional competence through in-service education activities provided by the district and self selected professional growth activities.
22. Strives to achieve the objectives and expectations of the Teacher Performance Evaluation Plan.
23. Displays appropriate personal and professional traits that exhibit a positive role model for students (Pirates ROCK).

24. Performs basic computer functions; uses Career Center software for recording grades and finding student information.
25. Utilizes smart boards, projectors and other instructional technology provided by the Career Center.
26. Abides by Missouri statutes, and school board and administrations' policies and regulations.
27. Ability to work to implement the vision and mission of the district

OTHER JOB FUNCTIONS:

1. Exhibits dependability and punctuality in assigned duties; has consistent and regular attendance.
2. Takes all reasonable precautions to protect students, equipment, materials, and facilities.
3. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
4. 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.
5. Reads, analyzes and interprets professional journals, state data, state standards, Board policy, administrative procedures and forms, and governmental regulations and guidance.
6. Develops and follows a plan of self-improvement which promotes both personal and organizational goals.
7. Demonstrates professionalism and appropriate judgment in behavior, speech, dress, and manner for the work setting.
8. Demonstrates effective human relations and communication skills.
9. Attends out of town meetings and training sessions as requested.
10. Maintains strict confidentiality.
11. Meets requirements to maintain Career Education certification.
12. Supports district/school decisions in a positive manner with the public, other staff, etc.
13. Performs all other duties as required or assigned.

PHYSICAL DEMANDS:

An individual who holds this position must have the ability to transmit information, in both verbal and written English, in an environment where numerous conversations and activities may be taking place simultaneously. They must have the physical ability to stand, walk, bend, stoop, and lift to attend to each child's interests and problems.

CONDITIONS AND ENVIRONMENT:

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time.

