

Hobbs Municipal Schools Job Description

Position: Career Development Teacher

Supervisor: Principal and CTE Director

General Job Description: The Work Based Learning Teacher will be assigned to CTECH and Hobbs High School.

- The Career Development teacher will teach the students currently enrolled in an internship or apprenticeship course.
- The Career Development teacher will ensure that students receive a valid internship or apprenticeship via coordination with the host employer.

Qualifications:

- Ability to obtain NM Teachers license:
 - Bachelor's Degree including 32 credit hours of vocational-technical training related to the occupational area; **or**
 - Associates degree plus two (2) years verified work experience related to the occupational area; **or**
 - Certificate plus three (3) years verified work experience related to the occupational area; **or**
 - High school diploma/GED plus five (5) years verified work experience related to the occupational area
- Highly Qualified Status
- Must be able to pass employment verification

Essential Duties and Responsibilities:

- Develop curriculum for both general-related and specific-related instruction; link efforts with other career and technical education staff to provide specific-related instruction.
- Develop outcome based, measurable student objectives.
- Evaluate instruction and curriculum, using input from students, employers/worksite supervisors, and advisory council members.
- Inform worksite supervisors and parents of their role and responsibilities.
- Develop and file written training plans and agreements.
- Know and assure compliance with relevant state and federal labor laws.
- Create, monitor, and adjust training plans in collaboration with the worksite supervisor and students.
- Monitor student progress through regular on-site visits and on-going communication.
- Prepare and analyze quarterly, semester, and annual reports on the progress of internships and courses.
- Embrace and encourage the acceptance of diversity.
- Provide and maintain an environment where optimal student growth can take place.
- Meet professional requirements and responsibilities.
- Maintain familiarity with current educational issues through a process of ongoing personal development.
- Demonstrate an understanding of the dynamics of the educational organization.
- Use effective people skills to communicate.
- Complete other tasks as deemed appropriate by the immediate supervisor and/or the superintendent.
- Comply with Ethical Responsibility of the Education Profession Standards of Professional Conduct and Code of Ethics.

Additional Duties and Responsibilities:

- Communicate accurate and up-to-date information to students in a way that enhances student learning.
- Manage time appropriately.
- Cooperate with administration, parents, and co-workers.
- Create a positive atmosphere and arrange the physical environment of the classroom for optimum learning.
- Prepare for instruction and show written evidence of preparation.
- Take precautions to protect equipment, materials, and facilities.
- Maintain accurate and complete records as required by the school district, and report progress or lack thereof to parents in a timely manner.
- Attend and participate in on-site and district meetings.
- Complete duties (hall, bus, etc.) as assigned.
- Leave adequate preparations for a substitute.

- Develop and implement appropriate classroom management strategies while maintaining high expectations for student behavior.
- Encourage cooperation between students.
- Maintain student involvement in appropriate tasks.
- Use and apply appropriate conflict resolution skills.
- Demonstrate public relations skills.
- Use appropriate techniques, strategies, and materials to achieve the desired instructional goal.
- Adapt the curriculum to meet the needs of individual students.
- Use current technology for instruction and management purposes.
- Use data to improve instructional program.
- Be available to parents, students, administration, and peer outside the school day, if needed.
- Report suspected child abuse and neglect.
- Be responsible for students on field trips.
- Act as a good role model within the context of the school.
- May supervise paraprofessionals, practicum students, and student teachers.
- Develop and use appropriate community and professional resources.
- Demonstrate concern for student's well-being and positive self-esteem.
- Understand and participate in the development, use, and implementation of individualized education plans (IEP's) and individualized transition plans/504 plans, including making necessary modifications.

Physical Requirements:

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required.

Work Environment:

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be

required. Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, climbing stairs, kneeling, and moving light furniture may be required.

Safety and Health Requirements:

1. Child Abuse/Substance Abuse Workshop
2. Bloodborne Pathogens Standard Training

Equipment/Material handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

Terms of Employment:

Salary and work year to be established by the Board.