

**CROWDER COLLEGE
POSITION DESCRIPTION**

Status: FT, 9 months	Title: SECONDARY (HS) CTE PREPARATION INSTRUCTOR
Revised: 5/10/2017	Department : CTEC
Level: FACULTY	IPEDS FACULTY
FLSA: EXEMPT	Reports to: DIRECTOR OF CTEC

POSITION SUMMARY

Teach exploratory level skills for various vocational and occupational areas to students who are at-risk. Students are taught vocational and occupational skills in the classroom and in a shop environment in preparation for a career program their last two years of high school.

MAJOR FUNCTIONS

1. Provide instruction on numerous occupational areas for educational at-risk students, to better prepare them for a vocation.
2. Identify curriculum needs and develop innovative activities to address those needs.
3. Provide students with a chance to determine where their interests lie by exploring various fields.
4. Assist in student advisement.
5. Perform all classroom duties related to the teaching profession.
6. Instruct all students on shop safety regulation.
7. Keep accurate student files, equipment inventory and shop records.
8. Show commitment to the program, division, and total institution.
9. Participate in professional development workshops, conferences, and meetings.
10. Perform other assigned duties and tasks appropriate for the position.

Learning is the key to human growth and development. The primary function of faculty members at Crowder College is to help students maximize their learning. In order to help our students be better learners, faculty members are expected to:

1. Devote full time and energy to maximize student learning outcomes.
2. Continue learning through professional development activities.
3. Be role models for learning behavior.
4. Include students in all facets of instruction, guidance and academic association.
5. Maintain confidential relationships with respect to student information.
6. Respect student thought.
7. Select appropriate texts and other course materials in conjunction with the appropriate division chair.
8. Return student papers and exams in a timely fashion.
9. Maintain grades and class status information.
10. Submit required reports and deadlines.
11. Serve on institutional committees as needed.

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE

1. Must be able to obtain a Technology and Engineering (formerly known as Industrial Technology) or Missouri Vocational Teaching Certification.
2. Secondary Missouri teaching certification and obtain a certification in speech within two years of hire date.
3. Must possess a sincere concern for young people's education.
4. Ability to establish and maintain positive working relationships with students, parents, other professionals, staff and the public.

EQUIPMENT/SOFTWARE

Must be familiar with/willing to learn all areas of vocational training at CTEC including:

Advanced Manufacturing, Automotive Technology, Construction, Early Childhood Education, Collision Repair, Computer Technology, Diesel Technology, Criminal Justice, Health Occupations, and Welding Technology.

Information Technology Abilities required:

Ability to operate a personal computer using Windows software.

Ability to effectively read and respond to e-mail.

POSITIONS SUPERVISED

NONE

WORKING CONDITIONS

1. Classroom and shop environment with exposure to noise, dust, and chemicals in the shop setting.
2. Normal school hours with some adjustment of time for weekends and evenings.
3. A neat appearance and appropriate attire is required.

PHYSICAL DEMANDS

Must be able to work in a shop environment where lifting and mobility will be required.

CREATIVE AND ANALYTICAL SKILLS

1. Ability to define problems, collect data, establish facts, and draw valid conclusions.
2. Ability to devise or modify methods or processes to solve specific problems.

LANGUAGE/COMMUNICATIONS SKILLS

Ability to communicate effectively with a variety of people, including staff, students, parents and the general public, in both written and oral mediums.