CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION

Job Title: CTE Curriculum Consulting Teacher **Department:** Instruction

Calendar: 220 Days
Grade: Teacher Salary Schedule

Job Description
Date Reviewed: October 2023 **Reports To:** CTE Director

Purpose of Job
The purpose of this job is to assist the CTE Director in the task of providing leadership in developing, achieving and maintaining the best possible educational programs and services for students in Career and Technical Education (CTE) programs across CMCSS middle and high schools.

Essential Duties and Responsibilities:

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Aide teachers in the development and revision of scope and sequence documents that incorporate state standards, CTSO experiences, and certification training, while making local industry connections.

Maintain a website for CTE teachers that includes a repository of curricular resources, licensure documents, and best practices for teaching in CTE classrooms.

Collaborate with teachers to identify standards aligned resources that supplement student learning and support attainment of industry certifications.

- Assist CTE Accounting Tech with obtaining quotes for resources that will be purchased.
- Identify training needs and set up training with vendors or other support staff as appropriate.

Be knowledgeable about the different funding sources available for CTE teachers, and guide teachers through the process for requesting use of funds from each source.

Help teachers make connections between Size, Scope, and Quality Indicator expectations and planning for classroom instruction.

Create model lessons for employability and leadership skill development.

Support Work Based Learning (WBL) teachers in development of best practices for student portfolio creation.

Provide mentoring/coaching for Occupationally Licensed teachers during their first three years in the classroom and Professionally Licensed teachers on an as-requested basis.

- Plan for weekly/daily instruction by aligning standards to use of content specific resources.

- Model behavior modification, teaching techniques, and skills or new concepts as part of a coaching cycle.
- Assist in the selection and/or creation of appropriate assessments and the collection and use of data related to those assessments.

Observe classroom instruction and identify professional learning needs based on observed patterns across CTE classrooms.

Elicit input and support for CTE initiatives by hosting quarterly PLCs for lead teachers.

Plan and facilitate sessions during professional learning days and ENGAGE specific to the needs of CTE teachers.

Provide follow-up for teachers who have participated in professional learning activities to ensure skills are implemented in the classroom with fidelity.

Evaluations
Performance of this job will be evaluated in accordance with provisions of the Boards policy on Evaluation of Professional Personnel.

Minimum Training and Experience Required to Perform Essential Job Functions

- Certified teacher with any CTE endorsement and at least 3 years of successful classroom experience.
- Individual who has worked closely with business and industry partners through active advisory committees and classroom experiences preferred.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 40 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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Employee's Signature **Employee's Munis Number** **Date**