

Job Description

Title: Veterinary Technician Instructor

Contract: 187 Day Calendar

Reports To: Director/Building Principal

Location: Tech Center

Position Summary:

To teach with enthusiasm; be proficient in preparing, organizing, and producing cohesive lessons for students in the assigned CTE instructional program following state and center standards. To exhibit professionalism at all times and provide the necessary instruction and support for all assigned students.

Recommended Employment Qualifications:

1. Possess a valid Michigan Secondary Teaching Certificate with appropriate vocational endorsement; **OR** recent successful work experience (minimum 2 years) in business and industry in a career directly related to the CTE program hired to instruct.
2. Successful experience designing and implementing CTE curriculum to meet the requirements of the CIP Code for which you are hired to instruct preferred.
3. Skill and experience in CTE Employability Skill training preferred.
4. Membership in appropriate industrial, trade or professional organizations preferred.
5. Hold career licensing and/or certification appropriate to your field.
6. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

Principle Duties and Responsibilities:

(These duties and responsibilities are judged to be "essential functions" in terms of the Americans with Disabilities Act or ADA) These statements are intended to describe the general nature and level of work being performed by a person in this position. They are not constructed to be an exhaustive list of all duties that may be performed by such a person.

- Develop and implement individualized CTE curriculum for your program with a superior level of demonstrated rigor and relevance, along with updating the program standards when requested.
- Individualize curriculum and teaching methods to accommodate all students.
- Ensure all students follow the Tech Center policies, regulations, services, resources, and programs.
- Work in conjunction with the Work-Based Learning Specialist to develop and maintain student Work-Based Learning placements and records.
- Initiate, support, advise, and coordinate student involvement in CTE program's Student Service Organization, and to hold monthly meetings with agendas and minutes.
- Maintain and seek new opportunities and use community resources, people, and facilities for positive public relations and community involvement for the CTE program and the Tech Center.
- Establish, maintain, and coordinate the activities of the business/industry advisory committee in cooperation with the Tech Center administration and staff.

- Assist with recruitment initiatives to acquaint new/potential students with the Tech Center.
- Manage the CTE program budget, prepare purchase orders, and expense vouchers and to hold the programs expenses within budget.
- Implement the Tech Center Employability Skills Program for effective classroom management following policy and procedures.
- Display skill and confidence to role model employability skills and the capability to effectively hold students individually accountable to the highest of business standards.
- Operate, maintain, and demonstrate the use of equipment related to the respective CTE program. Maintain facilities and equipment in a safe, clean, and organized manner and supervise proper housecleaning and implement an ongoing, documented safety program for the training area.
- Submit timely records (attendance, progress reports, etc.), as assigned and required by administration.
- Competent use of assessment tools and software with accurate linking of curriculum standards to classroom assignments, projects, activities, and tests.
- Provide students and administration with a Weekly Instructional Event Plan for the CTE program.
- To cooperate the Adult Education and/or Administration with evening, after-school, and weekend programs.
- Develop and maintain the CTE program's State CIP Self Review documentation.
- Maintain all assigned Allegan Area ESA records and meet all reporting deadlines.
- Other duties as assigned by the supervisor.

Other Knowledge, Skills, and Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required:

1. Ability to speak to individuals one-on-one and facilitate group discussions.
2. Strong demonstrated interpersonal skills, both written and oral.
3. Ability to read, interpret and follow multiple step directions.
4. Ability and willingness to work independently with minimal supervision.
5. Working knowledge of educational data collection systems; ability to analyze and use data.
6. Demonstrated ability to handle and resolve conflict productively.
7. Demonstrated ability to establish and maintain boundaries with staff/students/families.
8. Ability to utilize technology (i.e., telephone, cell phone, iPad, laptop computer, desktop computer, printer, copier, fax machine, etc.)
9. Maintain confidentiality of student records and information.
10. Demonstrated ability to adhere to Board and Building policies and procedures.
11. Ability to be on the job regularly and have a positive attendance record.
12. Available to work Monday-Friday with occasional evenings or weekends.
13. Ability to drive between Allegan Area ESA buildings, local school districts, and to workshops, meetings, and conferences throughout the state.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk; occasional stooping, bending, and reaching. Close vision is required to perform computer related tasks. The employee must have the ability to lift and/or move up to 60 pounds and attend to the personal care of students.

Work Environment:

The noise level in the work environment is usually moderate.

FLSA: Exempt

Terms of Employment:

Position is seven and a half (7.5) hours per day with a 187-day calendar. Wages, benefits, and work year to be established as per terms of the master agreement and provisions established by the Board of Education.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.

Signature

Date

Supervisor

Date