

Jordan School District  
**LICENSED JOB DESCRIPTION**

Job Title: **Teacher Specialist-CTE (337)** FLSA Classification: Exempt  
 Department / Location: CTE Department Contract: 187 Days  
 Supervisor's Title: CTE Director Evaluation Type: Specialists  
 Original date: 02/24 Revised: \_\_\_\_\_ Revised: \_\_\_\_\_ Revised: \_\_\_\_\_

**GENERAL FUNCTION**

Under direction of the Career and Technical Education Director (CTE), the **Teacher Specialist-CTE** supports and facilitates effective instruction and professional growth in a broad range of areas (i.e. Career Pathways, Work Based Learning, College and Career Awareness, STEM, Safety, Technology, Mentoring, etc.) Assist with the development and implementation of CTE goals, strategies, evaluation and other support materials, and appropriate programs as assigned. Supports the District's instructional framework, including priorities for classroom instruction. Assists the CTE Director in promoting and preparing students for a full range of post-secondary options.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

**ESSENTIAL FUNCTIONS**

- Support the development and implementation of classroom project based and real-world experiences in a broad range of areas K-12. (i.e. Career Pathways, Work Based Learning, STEM, Safety, Technology, Mentoring, Coaching, etc.)
- Assist with the development and implementation of CTE goals, strategies, evaluation and other support materials and appropriate programs as assigned.
- Create K-12 curriculum materials, lessons and activities for assigned areas.
- Organize data for analysis and reporting for District, state and federal programs.
- Prioritize program needs in relation to supplies and equipment based on long range plans.
- Design and lead appropriate teacher professional development to enhance content knowledge and use of District supported programs, tools and resources.
- Facilitate teacher focus groups, and/or advisory meetings to collaboratively solve problems, make decisions, manage conflict and promote meaningful change.
- Effectively use technology as a tool for instruction, assessment, engagement and support for teacher and student learning.
- Monitor current research, professional development, critical issues and curriculum in assigned content area(s) through study and active participation in appropriate professional organizations.
- Articulate and coordinate school, community, industry and higher education partnerships and promote their presence in CTE classrooms.
- Ensure alignment of CTE programs across the District.
- Align CTE programs with challenging academics and real-world experiences, focusing on high wage, high skill and high demand careers.
- Support the District instructional framework, including priorities for classroom instruction.
- Prepare students for a full range of post-secondary options including two- or four-year colleges, certification programs, apprenticeships, military service or formal job training.
- May be required to travel to District schools or other locations using own transportation.
- Attend and fully participate in department meetings and professional learning communities as required.
- Maintain professional competence through in-service education activities required by the school District and State as well as self-selected professional growth activities.
- Participate in appropriate educator evaluation procedures as per State and District guidelines in accordance with DP311-Evaluation of Licensed Personnel.

- Demonstrate professional ethics as outlined by the Utah Professional Practices Advisory Commission. Represent the District in a professional, ethical and positive manner.
- Follow District procurement guidelines with administrative approval.
- Create a clean and organized environment that is conducive to student learning.
- Is responsible for understanding and adhering to all District policies and complete the annual crucial policy review.
- Maintain records and required information in a secure location. Maintain confidentiality of all student information.
- Other duties and responsibilities as assigned by the CTE Director.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

### **QUALIFICATION REQUIREMENTS**

- Requires compliance with USBE state license requirements including a CTE endorsement.
- Requires a minimum of five (5) successful years of CTE instruction and/or related industry experience.
- Knowledge of State CTE courses and programs.
- Requires exceptional verbal/written communication skills with students, parents, and staff.
- Requires strong computer and educational technology skills.
- Requires effective problem solving, organizational, multi-tasking, and time management and project management skills.
- Requires the ability to establish and maintain a positive learning environment.
- Demonstrates leadership, initiative and student advocacy.
- Ability to work collaboratively and individually on assigned tasks.
- Requires the ability to establish and maintain effective working relationships with students, parents, school staff, District staff, and patrons.
- Requires the ability to work as a member of a team as well as the ability to work independently.
- Fulfill the employee immunization requirements or complete the applicable health department exemption form if required.
- Must be able to provide own transportation, as position requires occasional travel to District schools or other locations.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

### **Machines, Tools & Equipment Used:**

- Standard office equipment, educational technology, computers, standard machines used in a teacher workroom.

### **Physical Requirements – Not limited to the following:**

- While performing the duties of this job, the employee is regularly required to speak and/or hear. The employee is frequently required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The employee is occasionally required to use hands to handle or feel and may be required to climb or balance.

- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision and depth perception.

- Occasional (0-33%)    Frequent (34-66%)    Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

**NOTE:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*