

## **ERIE COUNTY TECHNICAL SCHOOL**

### **Job Qualifications**

**TITLE:** Career & Technical Education Instructor

**DEPARTMENT:** High School Programs

**REPORTS TO:** Principal & Director

**REQUIREMENTS:** A minimum of 8,000 hours of Industry Experience in the skilled trade related to the Program CIP Code. Must have or be willing to obtain Permits through the PA Department of Education for teaching in Career and Technical Education (CTE), which may include Emergency, Intern, Vocational I, and/or Vocational II Certifications. Must have or be willing to get Act 34, 151, & 114 Clearances. Industry certifications/licensure in the relevant field are preferred. Experience with Curriculum, Instruction, and Assessment preferred.

**TALENTS:** This position requires the employee to support the mission and future vision for the school, to have a drive to be of service to others, and to promote a service mentality through leadership and modeling for students. In addition, the employee must have the ability to plan curriculum, instruction, and assessment while assuming personal accountability for their work, solving problems, orchestrating activities, and capitalizing on relationships with industry, community partners, and other staff members.

**JOB STATEMENT:** The CTE Instructor will be responsible for providing instruction in a specific technical area, preparing students for careers in high-demand fields by delivering hands-on learning experiences and classroom instruction. The ideal candidate will have a strong background in their technical field, a commitment to student success, and the ability to foster a collaborative and engaging learning environment.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Instruct and plan curriculum in CTE courses in a specific technical area (e.g., healthcare, information technology, automotive, construction, culinary arts, etc.) in accordance with state and industry standards, as well as the school's curriculum. Utilize industry-relevant instructional strategies and materials to prepare students for successful careers.
2. Plan for program safety, teach safety, and reinforce best practices in safety, a necessity in all CTE programs.
3. Organize and manage inventory for the CTE Program, which includes preparing and maintaining the lab and classroom spaces, ordering of materials, equipment, and supplies, and reporting inventory biannually.
4. Provide practical, real-world, and hands-on learning experiences in the classroom and laboratory setting. Ensure students gain the technical skills and industry certifications required for their chosen field. Supervise students during all activities and work-based learning experiences.
5. Design and administer assessments to effectively measure student progress in technical competencies, academic achievement, and employability skills. Maintain accurate records of

student performance and provide timely feedback that supports student growth while aligning with industry standards and the program's required task list. Modify instruction based on individual learning needs and skill attainment, within the reasonable expectations and demands of the industry.

6. Work closely and collaboratively with colleagues, including other CTE instructors, academic teachers, instructional aides, and administration, to ensure students receive a comprehensive education. Collaborate with industry partners, local businesses, and post-secondary institutions to enhance curriculum and provide students with career exploration opportunities.
7. Support students in Career Preparation and Post-Secondary Planning, such as resume building, job interviews, internships, service learning, industry certification exams, and other work-based learning experiences. Assist students in identifying career pathways, further education opportunities, career advancement opportunities, and industry certifications relevant to their field of study.
8. Foster a positive, safe, and inclusive classroom environment conducive to student learning and growth. Establish clear rules, procedures, and expectations for classroom management, handling of attendance and behavior, and assessing student performance. Address disciplinary issues as needed in a professional manner.
9. Stay current through professional development with industry trends, emerging technologies, and best practices in CTE instruction. Participate in ongoing professional development activities to enhance teaching effectiveness and technical expertise.
10. Ensure compliance with state and federal regulations regarding CTE programs and student privacy. Maintain up-to-date certification in relevant technical fields and education standards. Follow all school policies and procedures.
11. Participate in school events, parent conferences, committee meetings, faculty meetings, open houses, and other school-related activities.
12. Perform other duties as assigned.

#### **QUALIFICATIONS:**

1. Skills & Abilities:
  - Strong knowledge of the technical field and industry standards.
  - Excellent communication and interpersonal skills to effectively interact with students, colleagues, and industry partners.
  - Ability to create engaging, hands-on learning experiences that align with industry requirements.
  - Proficient in the use of technology for both instruction and classroom management.
  - Strong organizational skills and the ability to manage multiple tasks and priorities effectively.
2. Personal Attributes:
  - Passionate about career and technical education and committed to student success.
  - Ability to foster a supportive learning environment at school and in the community.
  - Ability to work collaboratively with all stakeholders.
  - Creative, adaptable, and open to change, including new initiatives, teaching methods, and technologies.
  - Supportive of shared values and visions of Leadership: (1) The Be-Attitudes (PRIDE acronym), (2) How Children Succeed Research (Character Strengths of Gratitude, Optimism, Zest, etc.), and (3) High Levels of Character, Service, and Effort.

#### **WORKING CONDITIONS:**

1. Full-time position with standard school hours.

2. Occasional after-school or evening work for meetings, events, or student-related activities may be required.
3. Classroom and laboratory environment, with some exposure to hands-on equipment and tools.

---

**Professional Unit Position:** Union Employment Contract

**Terms of Employment:** 185 days

I have reviewed the above job description and analysis and understand the requirements of the position \_\_\_\_\_ (Initials).

---

Employee

---

Date

ECTS is an equal opportunity educational institution and does not discriminate in its educational programs, services, activities or employment practices, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related conditions), sexual orientation, gender identity or expression, national origin, genetic information, disability, age, veteran status, or any other legally protected class, as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1974, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act of 1990, and the Pennsylvania Human Relations Act, and/or any other applicable Pennsylvania or federal law.

Created: 5/2025

Revised: