

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: Career & Technical Education Instructor-Professional Skills Program

DEPARTMENT: High School Programs

REPORTS TO: Principal & Director

REQUIREMENTS: Must have or be willing to obtain certification through the PA Department of Education for teaching. Experience with Human Relations and local industry partnerships preferred. Must have or be willing to get Act 34, 151, & 114 Clearances.

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 Professional Skills Instructor will be responsible for providing instruction in career readiness, employability skills, and entrepreneurship related to specific technical areas, preparing students for careers in high-demand fields by delivering hands-on learning classroom instruction. The ideal candidate will have a strong background in career readiness, a commitment to student success, and the ability to foster a collaborative and engaging learning environment with all programs.

PERFORMANCE RESPONSIBILITIES:

1. Plan and Instruct curriculum in professional skills related to specific technical areas (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. Organize and manage inventory for the Professional Skills Program, which includes preparing and maintaining the classroom space, ordering of supplies, and reporting inventory biannually.
3. Provide practical, real-world, and hands-on learning experiences in the classroom setting. Ensure students gain the employability skills required for their chosen field. Supervise students during all activities.
4. Design and administer assessments to effectively measure student progress in career readiness 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.

5. Work closely and collaboratively with colleagues, including other CTE instructors, academic teachers, instructional aides, and administration, to ensure students receive a comprehensive education.
6. 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.
7. Stay current through professional development with industry trends, emerging technologies, and best practices in career readiness instruction. Participate in ongoing professional development activities to enhance teaching effectiveness and technical expertise.
8. 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.
9. Participate in school events, parent conferences, committee meetings, faculty meetings, open houses, and other school-related activities.
10. Perform other duties as assigned.

QUALIFICATIONS:

1. Skills & Abilities:
 - Strong knowledge of career readiness 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

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