



**Career and Technical Education Teacher Job Description**

APR 07 2023

G C SCHOOL BOARD

**Job Purpose**

- Provide high-quality career and technical instruction to middle and high school students within an approved career pathway (e.g., Health Science, Construction, Agriculture, Information Technology, Culinary Arts, etc.).
- Deliver a comprehensive program aligned with standards established by the Mississippi Department of Education Office of Career and Technical Education.
- Prepare students for industry-recognized certifications, career readiness, and successful transition to postsecondary education or employment.
- Facilitate work-based learning experiences and serve as a liaison between the classroom and business/industry partners.

**Knowledge, Skills, and Abilities**

- Extensive technical knowledge and current industry expertise in the assigned career pathway.
- Knowledge of Mississippi College and Career Readiness Standards and ability to integrate academic skills into technical instruction.
- Knowledge of OSHA and other applicable safety standards; ability to enforce strict safety procedures in classroom and lab environments.
- Ability to design and implement standards-based curriculum incorporating industry certifications and pathway completion requirements.
- Ability to manage both classroom and laboratory/shop environments, ensuring safety, organization, and proper equipment maintenance.
- Ability to coordinate and supervise work-based learning, internships, and cooperative education placements.
- Ability to establish and lead an active program advisory committee composed of business and industry representatives.
- Ability to operate standard office equipment and instructional technology, including industry-specific software.
- Ability to adapt instruction to meet diverse student needs and accommodate individual disabilities as required by law.
- Ability to communicate effectively in oral and written form with students, parents, staff, and community partners.
- Ability to work independently, meet deadlines, manage multiple responsibilities, and maintain accurate records of student progress and skill attainment.
- Ability to establish and maintain cooperative working relationships.

**Minimum Qualifications**

- Bachelor's degree in the subject area or related field preferred; in certain trade areas, a high school diploma with significant verified industry experience may meet state requirements.
- Must hold or be eligible to obtain a valid Mississippi Class A Career and Technical Educator License with the appropriate endorsement; licensure may be obtained upon hire in accordance with state guidelines.
- Minimum of 1–3 years of verified work experience in the specific industry or trade area.
- Relevant industry-recognized certifications (e.g., NCCER, ASE, RN, AWS, or comparable credentials) preferred or required depending on program area.
- Must pass required criminal background and child abuse registry checks in accordance with Mississippi law.

**Duties and Responsibilities**

- Demonstrates prompt and regular attendance.
- Plan and deliver instruction that integrates theoretical knowledge with hands-on, skill-based application aligned to state standards and pathway requirements.
- Design, implement, and evaluate curriculum using input from the program advisory committee and industry partners.
- Prepare students for state-mandated assessments and industry-recognized certification exams.
- Provide instruction in job-seeking skills, employability skills, and career retention strategies.
- Establish and maintain a safe, organized, and productive learning environment in both classroom and lab settings.
- Develop, monitor, and document individualized training plans; maintain accurate records of student progress and skill attainment.
- Coordinate and supervise work-based learning experiences, internships, cooperative education placements, and community classroom opportunities.
- Serve as liaison between the school and business/industry partners to enhance employment and career opportunities for students.
- Organize and conduct required advisory committee meetings and respond to stakeholder input to ensure program relevance and quality.
- Sponsor and supervise an appropriate Career and Technical Student Organization (CTSO); coordinate meetings service projects, and competitive events as applicable.
- Promote the CTE program through community outreach and collaboration with district personnel.
- Participate in professional development, employer-directed in-service activities, and the professional evaluation process to maintain industry and instructional competency.
- Communicate effectively with staff, parents, community agencies, and district personnel.
- Attend faculty meetings and actively participate as a member of the educational team.
- Modify instructional delivery as necessary to reasonably accommodate students with disabilities.
- Perform other job-related duties as assigned by the immediate supervisor or superintendent; travel to meetings or training sessions may be required.
- Adhere to the Mississippi Educator Code of Ethics and all district policies and procedures and supports the George County School District Core Beliefs and Mission.

**Reports to:** Career and Technical Education Director or Designee and Principal

**Supervises:** N/A

**Terms of Employment:** Workable Days Range from 187-240

**FLSA Status:** Exempt

**DISCLAIMER:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

	Employee's Printed Name
	Employee's Signature
	Date
	Supervisor's Signature
	Date