CHARLOTTESVILLE ALBEMARLE TECHNICAL EDUCATION CENTER

POSITION DESCRIPTION

JOB TITLE:  
CATEC: Mathematics and Physics Instructor - Full-time

LOCATION:  CATEC

JOB CLASS CODE:

IMMEDIATE SUPERVISOR:  
Director – CATEC

PAY GRADE:  Teacher Scale based on experience and education

FLSA STATUS:  Exempt

GENERAL DEFINITION OF WORK

Performs instructional duties for high school students enrolled in the Electricity and Building Trades curriculum at CATEC. Central to the program is the management and conduct of a classroom and practical laboratory for teaching the related skills to high school students and preparing students for certification(s).

ESSENTIAL FUNCTIONS

The minimum performance expectations include, but are not limited to, the following:

Knowledge of Students
• Builds strong relationships with students as a means of understanding their academic, developmental, and social-emotional needs;
• Applies current knowledge of child development, cultural competency, and family partnerships in daily practice;
• Provides learning opportunities that support student learning styles and intellectual, social, and personal development through the understanding and implementation of culturally responsive teaching practices;
• Demonstrates a knowledge and understanding of child growth and development and is able to apply this in the design of learning;
• Knows students well enough to understand how their social-emotional needs impact their learning profile;
• Develops positive student relationships through intentional practices to support social and emotional learning;

Knowledge of Content and Planning
• Develops and implements, through collaboration with the CTE instructor, year-long plans for instruction that reflect state standards, division curriculum, and essential understandings;
• Demonstrates a continued willingness to learn and apply new skills based on current research and best practices;
• Effectively articulates the central concepts and understandings of a discipline and communicates content knowledge and processes used by adults working in the discipline as part of teaching to planned objectives daily;
• Uses appropriate instructional strategies to promote student learning;

Instructional Delivery
• Provides differentiated instruction that is centered on increasing student engagement, relevance of content and rigor, and student choice/voice;
• Delivers Mathematics and Physics instruction through varied methods that:
  o Align with the adopted curriculum
  o Implement of a variety of best practice instructional strategies
  o Use knowledge of child growth and development for student success
• Differentiates instruction in response to student differences, eliminating gaps in achievement;
• Uses comprehensive materials, technology, and resources to promote the development of critical thinking, problem solving, and performance skills;
• Provides learning opportunities that support student learning styles and intellectual, social, and personal development;
- Prepares for classes assigned and shows evidence of preparation upon request of the immediate supervisor;
- Maintains and integrates current occupational competencies in application of Physics and Mathematics;
- Provide hands-on experiences to students;

**Safe and Effective Learning Environment**
- Builds and facilitates a sense of community in the classroom;
- Creates structures for students that foster a climate conducive to learning, maximizing learning time, and integrating classroom procedures that always help maintain a safe environment for students;
- Sets standards for classroom behavior and follows through consistently;
- Creates a classroom environment that is culturally responsive to student needs;

**Communication and Collaboration**
- Fosters the success of all students by communicating and collaborating effectively with colleagues, families, and community members;
- Actively participates in school and Division meetings, to include but not limited to: faculty and department meetings, PLC meetings, school and Division professional learning opportunities;
- Forges partnerships with students and families to support learning.
- Communicates frequently and through various means with families to facilitate a partnership in learning for their child;
- Actively participates in Professional Learning Communities in order to collaborate with other members of the school community to make data-informed decisions to promote student success for all;

**Assessment of Learning/ Student Academic Progress**
- The work of the teacher results in acceptable, measurable, and appropriate student academic progress;
- Sets high standards for student work and assesses achievement and monitors learning in the classroom, adjusting instruction accordingly;
- Provides students multiple methods for demonstrating understanding of concepts and mastery, including the use of performance assessments;
- Uses formative assessment results to guide instructional decisions and learning opportunities for students;
- Makes provisions for being available to students and parents for education-related purposes within contractual commitments;

**Professionalism**
- Abides by school and Division policies and procedures;
- Establishes and maintains cooperative professional relations with members of the CATEC community – specifically the program area instructor;
- Models professionalism and ethical standards, as well as personal integrity, in all interactions, participates in meaningful and continuous professional growth including self-evaluation, and contributes to the school community;
- Assists in upholding and enforcing school rules and administrative regulations;
- Maintains records as required by law, system policy, and administrative regulations;
- Performs related duties as assigned by the administration in accordance with the school/system policies and practices;
- Attends and participates in faculty and department meetings;
- Cooperates with other members of the staff in planning instructional goals, objectives, and methods;
- Assists in the selection of books, equipment, and other instructional materials;
- Works to establish and maintain open lines of communication with students, parents, and colleagues concerning both the academic and behavioral progress of all students;
- Establishes and maintains cooperative professional relations with others.

**KNOWLEDGE, SKILLS AND ABILITIES**

An ideal candidate would have the following:
- 3 - 5 years of experience/desire to work with high school aged students;
- Willingness to be flexible and adapt to change;
- Enthusiasm for the teaching profession;
- Ability to take initiative;
• Thorough knowledge of instructional methods and presentation strategies for high school student learners;
• Ability to create a classroom/laboratory that fosters mutual respect with students and an exciting, positive, project-based learning environment;
• Ability to coordinate and support regular student competitions, work-study, and internships experiences with community partners for students;
• Communication skills appropriate for interaction with fellow teachers, assistant teachers, Center staff, parents, and the community.

EDUCATION AND EXPERIENCE

Candidates must hold a Virginia teaching certificate with endorsement in Mathematics. Candidates must also hold, or be eligible for, a Virginia teaching certificate with endorsement in Physics. Experience in Career and Technical Education preferred.

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS:

Duties performed typically in school settings to include: classroom and technical lab. Frequent walking, standing, light lifting, up to 40 pounds, and other limited physical activities are required. Occasional lifting of equipment such as audio-visuals weighing up to 50 pounds may be required. Daily personal and close contact with students to provide classroom management and learning environment support is required. Regular contact with staff at students’ base schools is required. Frequent contact with parents by phone and in person is necessary.

Please visit CATEC.ORG_Careers for more details.

EVALUATION

Performance will be evaluated on the ability and effectiveness in carrying out the above responsibilities.

Date Approved: 02/24/2020