

Tupelo Public School District

	FLSA STATUS: Exempt
JOB TITLE:	Vocational Education Law and Public Safety Teacher
QUALIFICATIONS:	<ol style="list-style-type: none"> 1. Mississippi Educator License 2. Associate Degree (3 years of verifiable occupational experience in the past 10 years) or Bachelors Degree or Higher (1 year of verifiable occupational experience in the past 10 years) 3. Experience must be appropriate to the subject taught. 4. Degree must be in the area of Criminal Justice, Emergency Medicine or an appropriate related field approved by the MDE program coordinator. 5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
REPORTS TO:	CTE (Vocational) Director
JOB GOAL:	To develop in each pupil awareness and understanding coupled with the basic skills and knowledge applicable to a specific occupation in the business or public sector; and to instill in each pupil safe working habits, the importance of continued education and the assets of reliability, competence, loyalty, and dependability.

PERFORMANCE RESPONSIBILITIES:

1. Teaches occupational skills and knowledge to provide pupils with the competence to be an economic asset to the employer.
2. Instructs pupils in citizenship, basic communication skills, and other general elements of the course of study common to all teachers, as specified in state law, administrative regulations, and procedures of the school district.
3. Develops lesson plans and organizes class time so that preparation, instruction, shop work, and clean-up activities can be accomplished within the allotted time.
4. Demonstrates occupational materials, equipment, tools, and processes using standard or teacher-prepared models, mock-ups, sketches, and other instructional aids.
5. Guides pupils in selection and performance of appropriate activities.
6. Provides individual and group instruction appropriate to the needs of the pupil(s) and the requirements of the activities being performed.
7. Instructs pupils in the appropriate safety precautions and the safe operation and use of tools, machinery, and equipment.
8. Controls the storage, maintenance, and use of materials and property to prevent loss or abuse.
9. Establishes and maintains standards of pupil conduct to provide an orderly, safe, and productive environment in an activity-type classroom with many potential hazards.
10. Maintains contact with the business community to keep informed of new innovations and job requirements that must be reflected in the curriculum in order to develop marketable skills as required by prospective employers.
11. Communicates with employers, parents, and school counselors on individual pupil progress.
12. Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
13. Provides encouragement for continuation of formal education and assistance to pupils in seeking employment on full or part-time basis.
14. Supervises pupils in out-of-classroom activities during the assigned working day.

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15. Participates in curriculum and other developmental programs. Attends and works with occupational citizens advisory committees in the development and implementation of specific vocational education programs.
16. May share in the sponsorship of student activities and club activities. Participates in faculty activities.
17. Coordinates work schedules and stations with participation facilities where training is done, such as hospitals, airports, shopping centers, and other off-campus locations.
18. Assists in district follow-up studies and evaluations of programs and graduates.
19. Evaluates each pupil's performance, knowledge, and skills in course being taught.
20. Prepares progress reports.
21. Selects and requisitions books, instructional aids, equipment, tools, materials, supplies and parts as required, working under established budget and procedures.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to sit; stand; walk; use hands to finger, handle, or feel objects, tools, controls; and reach with hands and arms. The employee frequently is required to stoop, kneel, crouch, or crawl and talk and hear. The employee is occasionally required to climb or balance.

The employee must regularly lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

TERMS OF EMPLOYMENT: Salary and work year to be established by the board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Approved By:		Date:	
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