

Category: **Certified Classroom Instructional Staff**

Location: **Technical Education**

Revised/Reviewed: ~~August 9, 2017~~

Adopted:

**DIISD BOARD OF EDUCATION
JOB DESCRIPTION**

Title: **Health Occupations Instructor – Technical Education**

Report To: Principal, Technical Education Center

Length of Contract: Negotiated School Calendar and Inservice hours per the current Master Agreement

Employment Status: Union, Exempt

Qualifications:

- ~~1. Must possess a valid Michigan Occupational Certificate in Therapeutic Services CIP 51.0000 as well as Train the Trainer certificate or qualify for Annual Authorization/Credit Track.~~
- ~~2.~~ 1. **Must have a Bachelor's Degree in a health related field**
- ~~3.~~ 2. **Preference of a Licensed Registered Nurse, Nurse Practitioner, or similar**
- ~~4.~~ 3. Must have a minimum of 4,000 hours of recent, relevant and successful work experience (within the past ~~6~~ **10** years) in the health field **upon hire**. ~~with at least 2,000 hours working in a long term care facility.~~
- ~~5.~~ 4. Physical Requirements:
 - Stand for extended periods of time
 - Kneeling, bending, and walking
 - Lift up to 30 lbs.
 - Driving may be necessary for this position which would require a valid driver's license.
5. **Must be able to earn and maintain an Annual Career Authorization or a valid Michigan Career and Technical Education Certificate in Therapeutic Services CIP 51.0000**

General Description:

The role of the professional Technical Education Instructor is to provide quality instruction in the occupational area for which they are hired. Essential to this position is a high level of occupational content knowledge, classroom management skills, communication skills and a desire to work positively with young people. The professional instructor must comply with all conditions and policies of the Dickinson-Iron Intermediate School District Board of Education and working conditions as outlined in the current Master Agreement.

Essential Functions:

1. Must have regular and reliable attendance.
2. Develop and implement a course of instruction to area students-enrolled in their program based on the requirements of the Michigan Department of Education (MDE)Office of Career and Technical Education (OCTE) so as to achieve and maintain “state approved” status. Additional factors influencing curriculum will include the instructor’s expertise, input from business and industry, administration and the program advisory committee.
3. The implementation portion of the curriculum must insure that students are learning relevant technical skills, employability skills and those pertinent academic skills are reinforced. This can be accomplished through individual and group activities, classroom and lab activities, academic and hands on activities, clinical or work based learning activities through lecture, discussion, demonstration, cooperative learning, etc., arranged in a sequential manner that takes into account various learning styles and individual student needs.
4. Instructors must make appropriate adjustments in their delivery system to accommodate students with special needs.
4. Instructors must demonstrate effective classroom management skills so as to create a safe and orderly learning environment and employ sound pedagogical teaching techniques.
5. Instructors must be able to perform program related demonstrations.
6. Instructors must be able to operate program equipment and technology.
7. Instructors must work effectively with their advisory committee.
8. Instructors must work collaboratively with administration relative to improving instruction and handling major discipline problems.
9. Instructors will exhibit professional conduct at all times and interact positively with students, parents, and the community.
10. Instructors will effectively participate in activities to recruit students for their program.
11. Instructors will maintain a neat appearance befitting a professional teacher.
12. Instructors will become familiar with the student handbook and enforce all school rules and policies contained therein.
13. Instructors will work with administration to plan long-range goals for their occupational program. Exit goals for their program must include preparation of students for entry level job skills and/or preparation for enrollment in post-secondary educational programs.
14. Instructors are responsible to abide by all policies and conditions of the Master Agreement as prescribed by the Dickinson-Iron ISD Board of Education.
15. Instructors are responsible to comply with directives as prescribed by the building principal/director.
16. Instructors are responsible for completing all necessary paperwork in a timely fashion, i.e. attendance, lesson plans, credit card receipts, CIP Self Reviews, etc.

Other Duties and Responsibilities:

1. Serve as a positive role model for DIISD constituents demonstrating how to be a responsible citizen and a productive member of society.
2. Adhere to the DIISD Code of Ethics.
3. Carry out other associated duties as assigned by administration.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluid and tissue.
2. With reimbursement, may be required to use personal vehicle to perform job related functions.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority or designee.

Superintendent or designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I am aware of and have the opportunity to review the Dickinson-Iron Intermediate School District Bylaws and Policies, which are available online at the DIISD website at www.diisd.org. These are also housed in the Superintendent and Departmental Offices and available during normal business hours.

Signature of Staff Member

Date