

Vail School District Job Description

Job Title: CTE Technician

Department: All Sites

Reports To: Director or Assistant Director CTE/Principal

FLSA Status: Non-Exempt

Level: 9

Approved: July 9, 2013

SUMMARY

Assists the CTE teacher to provide a well-organized, smoothly functioning classroom and school environment in which students can take full advantage of the CTE instructional program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assists the CTE teacher in the classroom, auto shop, or in other approved learning environment, in preparing and implementing curriculum and instruction for a student or group of students according to procedures established by the teacher.
- May assist with implementation of student individual education plan (IEP) or a student 504 accommodation plan.
- Participates in the student's activities by interacting, observing, extending language experiences, as needed, modeling desired behavior and facilitating conflict resolution by using only positive guidance techniques.
- Monitors students during brief periods of teacher absence.
- Maintains a high level of ethical behavior and confidentiality of information about students.
- Maintains the physical facility, including equipment and supplies, as directed. May include cleaning, sterilizing, inspecting, repairing, tracking and inventory, and/or reporting broken or missing equipment and supplies.
- Follows the Vail School District Governing Board Policies and Procedures along with the school and program handbook and procedures.
- Follows rules, laws, and regulations of applicable local, state, and federal authorities and regulatory agencies.
- Attends meetings and trainings as required by the CTE or JTED program, or by the CTE teacher.

SUPERVISORY RESPONSIBILITIES

This position does not have direct supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE

- High school diploma or equivalent AND minimum twelve (12) months demonstrated work experience in the CTE field assigned.
- Or, any combination of experience, education, and training as approved by the Director of CTE.

ABILITIES

Ability to demonstrate knowledge and proficiency in working with computers and other types of technology. Ability to demonstrate knowledge and proficiency in the assigned CTE program.

LANGUAGE SKILLS

Ability to listen and obtain clarification. Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to speak effectively to students, parents, employees, and members of the community. Ability to write activity/lesson plans, routine reports and correspondence. Ability to communicate effectively with students who have special needs.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, rates, ratios and proportions to practical situations. Ability to draw and interpret graphs.

REASONING ABILITY

Ability to apply common sense, understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully, developing alternate solutions. Works well in group problem solving situations. Uses reason when dealing with emotional topics and situations.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must possess or be able to obtain a valid first aid and CPR certificate within three (3) months of employment.
- Must maintain or be eligible to obtain a valid Arizona IVP fingerprint clearance card within three (3) months of employment.

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 stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, crawl. The employee is occasionally required to taste, or smell. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Will include working outside in all types of weather, including direct summer sun. The noise level in the work environment is usually moderate, but may occasionally be very loud. The work environment may require the use of personal protective equipment (PPE), as required by the CTE assignment.

Reasonable accommodations may be made to enable individuals with disabilities perform the essential functions.