

# DeKalb County School District

## Position Specification

Title: Teacher, Career Occupational/Vocational Education

<b>DIVISION</b>	School-Based		
<b>DEPARTMENT</b>	School-Based		
<b>REPORTS TO</b>	Principal; Coordinator of Career Technology		
<b>CLASSIFICATION</b>	Teacher	<b>GRADE</b>	E02 & Above
<b>CALENDAR</b>	10 Month	<b>FLSA</b>	Exempt
<b>RETIREMENT</b>	Teachers Retirement System	<b>APPROVED (HR)</b>	07/02/2012

### General Statement of Job

Provides quality instruction and implements the work-based curriculum for assigned students; establishes, fosters, facilitates and maintains a safe and secure classroom environment that is conducive to learning in the following fields: Audio/Video Technology & Film, Culinary Arts, Distribution & Logistics, Graphic Communications & Design, IT/Information Services and Support, IT/Network Systems, IT/Programming and Software Development, Marine Service Technology, and Law, Public Safety, Corrections and Security.

### Specific Duties and Responsibilities

#### Essential Functions:

The following duties are representative for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Teaches grade relevant, subject matter specific and mandated curriculum.
- Prepares lesson plans, instructional aids, and supplemental teaching materials.
- Assesses documents and prepares reports such as achievement progress, grade and classroom performance, and attendance.
- Participates in student development and achievement related conferences with parents, students, counselors, teachers, principal, and/or administrators.
- Performs general instruction coordination duties such as ordering materials, attending meetings, and engaging in various forms or correspondence.
- Attends professional learning sessions and/or required conferences.
- Performs other duties as assigned.

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*\*\*In accordance with the Georgia Professional Standards Commission, guidelines governing Career and Technical Specializations certification; an applicant's suitability for this position should be based upon a combination of occupational experience, industry licensing and assessments, and formal study. Upon the receipt of the initial 3 year Induction certificate, the educator must affiliate with and complete a GaPSC-approved CTAE program offered as New Teacher Institute (NTI) or Georgia Teacher Academy for Preparation and Pedagogy (GATAPP) programs in order to convert to the Professional certificate. (505-2-90)*

### **Minimum Education, Experience, Certificates, Licenses, Permits:**

#### **Audio/Video Technology & Film:**

Bachelor's degree in broadcast and video production; communication; mass communications from a Professional Standards Commission approved accredited college or university is preferred. Associate's degree in broadcast and video production; communication; mass communications or equivalent from a Professional Standards Commission approved accredited college or university is required. Minimum of two (2) years of occupational work experience in the field is required.

#### **Culinary Arts:**

Bachelor's degree in culinary arts from a Professional Standards Commission approved accredited college or university is preferred. Associate's degree in culinary arts from a Professional Standards Commission approved accredited college or university is required. Minimum of two (2) years of occupational work experience in the field is required.

#### **Distribution & Logistics:**

Bachelor's degree in business, finance, industrial engineering, supply chain logistics, supply chain management, distribution and materials management, logistics management, logistics and intermodal transportation, or a GaPSC-determined equivalent from a Professional Standards Commission approved accredited college or university is preferred. Associate's degree in business, finance, industrial engineering, supply chain logistics, supply chain management, distribution and materials management, logistics management, logistics and intermodal transportation, or a GaPSC-determined equivalent from a Professional Standards Commission approved accredited college or university is required. Minimum of two (2) years of occupational work experience in the field is required.

#### **Graphic Communications & Design:**

Bachelor's degree in in graphic design; advertising design; communication design; commercial art; graphic arts; visual communication; computer animation; print management; or a GaPSC-determined equivalent from a Professional Standards Commission approved accredited college or university is preferred. Associate's degree in in business, finance, industrial engineering, supply chain logistics, supply chain management, distribution and materials management, logistics management, logistics and intermodal transportation, or a GaPSC-determined equivalent from a Professional Standards Commission approved accredited college or university is required. Minimum of two (2) years of occupational work experience in the field is required.

**IT/Information Services and Support:**

Bachelor's degree from a Professional Standards Commission approved accredited college or university is preferred. Associate's degree from a Professional Standards Commission approved accredited college or university is required. Minimum of two (2) years of occupational work experience in the field is required.

Valid A+ certification from CompTIA is required.

**IT/Network Systems:**

Bachelor's degree from a Professional Standards Commission approved accredited college or university is preferred. Associate's degree from a Professional Standards Commission approved accredited college or university is required. Minimum of two (2) years of occupational work experience in the field is required.

Must hold one of the following: Valid Network + certification from CompTIA; Valid Cisco Certified Design Associate (CCDA) certification from Cisco; or valid certification from any of the Cisco Certified Network Administrator (CCNA) certification programs.

**IT/Programming and Software Development**

Bachelor's degree from a Professional Standards Commission approved accredited college or university is preferred. Associate's degree from a Professional Standards Commission approved accredited college or university is required. Minimum of two (2) years of occupational work experience in the field is required.

Valid Microsoft Certified Solutions Developer (MCSD) certificate from Microsoft is required.

**IT/Interactive Media:**

Bachelor's degree in Interactive Media Design or a GaPSC-determined equivalent from a Professional Standards Commission approved accredited college or university is preferred. Associate's degree in Interactive Media Design or a GaPSC-determined equivalent from a Professional Standards Commission approved accredited college or university is required. Minimum of two (2) years of occupational work experience in the field is required.

**Marine Service Technology:**

Bachelor's degree from a Professional Standards Commission approved accredited college or university is preferred. Associate's degree or equivalent coursework from a Professional Standards Commission approved accredited college or university is required. Minimum of two (2) years of occupational work experience in the field is required.

Valid renewable professional Automotive Service Technology Certificate; or valid certifications from the American Boat and Yacht Council (ABYC): Diesel Engine & Support System Certification, Gasoline Engine and Support System Certification or Electrical Certification.

**Law, Public Safety, Corrections and Security:**

Bachelor's degree in criminal justice, emergency management, fire science, paralegal studies, political science or a GaPSC-determined equivalent from a Professional Standards Commission approved accredited college or university is preferred. Associate's degree in criminal justice, emergency management, fire science, paralegal studies, political science or a GaPSC-determined equivalent from a Professional Standards Commission approved accredited college or university is required. Minimum of two (2) years of occupational work experience in the field is required.

Must meet the requirements of the credentialing agency for the respective field.

**Knowledge, Skills & Abilities:**

**Knowledge of** curriculum guidelines for the school system and state requirements; standardized testing in accordance with school district policies and state laws; DCSD policies, industry/field-specific regulations, guidelines, and practices; programs and procedures pertinent to learning disabilities, child and substance abuse, and social adjustment.

**Skill in** industry/field-specific techniques and methods, effective oral, written, and interpersonal communication; preparing assignments and tests for in-school preparation and homework; maintaining order in a classroom setting; administering the school system's discipline policies; counseling students with academic difficulties and behavioral problems.

**Ability to** plan and develop course of study suitable for specific grade levels; develop lesson plans incorporating lectures, projects, group discussions, exhibits, field trips, audiovisual and library resources, computers and the internet; continue completion of professional courses according to school district and state guidelines, demonstrate patience and appropriate, professional demeanor when interacting with students, especially while presenting information to students that is new or unfamiliar.

**ADA Requirements:**

**Light Work:** Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**Reaching:** Extending hand(s) and arm(s) in any direction.

**Fingering:** Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

**Talking:** Expressing or exchanging ideas by means of the spoken word. One must have the ability to convey detailed or important spoken instructions to others accurately, loudly, or quickly.

**Hearing:** Ability to receive detailed information through oral communication; and to make fine discrimination in sounds, such as when making fine adjustments on machined parts with or without correction.

**Vision:** The ability to perceive the nature of objects by the eye. Acuity (near and far vision), depth perception (three dimensional vision), accommodation (adjustment of lens to eye to bring an object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to distinguish and identify colors) are required factors.

**Repetitive Motions:** Substantial movements (motions) of the wrists, hands, and/or fingers.

**Performance Factors:**

**Interaction with Others:** Ability to maintain, on a regular and consistent basis, relationships that are not characterized by high levels of hostility, social withdrawal or failure to communicate. Ability to be flexible in situations relative to daily routines. Ability to demonstrate sensitivity to the differences among diverse populations.

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**Concentration:** Ability to maintain workflow and thought processes in the presence of frequent distractions. Ability to ignore irrelevant sights or sounds and intrusive thoughts or stimuli. Ability to manage multiple tasks simultaneously with only few or no errors.

**Stressful Circumstances:** Ability to produce quality work when short or unexpected deadlines are presented. Ability to adjust work processes without incident when new and unexpected directions are given relative to a project that may be in process. Ability to maintain composure and not compound a situation when interacting with persons who may be angry, demanding or otherwise less than polite.

**Independent Judgment:** Ability to complete work tasks without being given procedure directions relative to work steps or the final project.

**Decision Making:** Ability to make appropriate business decisions.

**Organizational Skills:** Ability to establish priorities; simultaneously manage multiple tasks; and deliver a quality work product by a designated deadline.

**Attention to Detail:** Ability to recognize errors or layout features that detract from the physical attractiveness or accuracy of a work product.

**Public Contact:** Ability to communicate professionally and effectively, both verbally and in writing, with superiors, colleagues, and other individuals within and external to the school district. Ability to demonstrate professionalism while interacting with others and to maintain constructive working relationships.

**Attendance and Dependability:** Ability to be depended on to report to work at the scheduled time and to seldom be absent from work. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.