

CAREER TECHNICAL EDUCATION TEACHERS NEEDED

JOB DESCRIPTION

General Purpose

To plan, organize and implement an appropriate instructional program in a learning environment that guides and encourages students to develop and fulfill their academic potential.

Main Job Tasks and Responsibilities

- Plan, prepare and deliver instructional activities that facilitate active learning experiences
- Develop schemes of work and lesson plans
- Establish and communicate clear objectives for all learning activities
- Prepare classroom for class activities
- Provide a variety of learning materials and resources for use in educational activities
- Identify and select different instructional resources and methods to meet students' varying needs
- Instruct and monitor students in the use of learning materials and equipment
- Use relevant technology to support instruction
- Observe and evaluate student's performance and development
- Assign and grade class work, homework, tests and assignments
- Provide appropriate feedback on work
- Encourage and monitor the progress of individual students
- Maintain accurate and complete records of students' progress and development
- Update all necessary records accurately and completely as required by law, New Designs Educational Group's policies and school regulations
- Prepare required reports on students and activities
- Manage student behavior in the classroom by establishing and enforcing rules and procedures
- Maintain discipline in accordance with the rules and disciplinary systems of the school
- Apply appropriate disciplinary measures where necessary
- Participate in extracurricular activities such as social activities, sporting activities, clubs and student organizations
- Participate in department and all school meetings (where necessary), faculty meetings, parent meetings, new teacher academy, etc.
- Communicate necessary information regularly to students, administrators and parents regarding student progress and student needs
- Keep updated with developments in subject area, teaching resources and methods and make relevant changes to instructional plans and activities

- Perform other duties including student support, counseling students with academic problems and providing student encouragement

Education and Experience

- Bachelor’s degree or higher from an accredited institution
- Meet professional teacher education requirements of school, district and state (all core subject teachers must possess California Teaching Credential)
- Single subject teaching credential or certification if teaching a specialized subject
- Relevant teaching experience
- Knowledge of relevant technology
- Knowledge of the Common Core is an advantage

Key Competencies

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| Self-motivation | • High energy level |
| Good Verbal and written communication skills | • Attention to detail |
| High work standards | • Problem solving skills |
| Decision making skills | • Organizing and planning |
| Learning orientation | • Critical thinking |
| Stress tolerance | • Flexibility and adaptability |
| Initiative | |