

**PIONEER CAREER AND TECHNOLOGY CENTER  
27 RYAN ROAD  
SHELBY, OHIO 44875**

**JOB DESCRIPTION  
FOR  
CAREER/TECHNICAL INSTRUCTOR**

**QUALIFICATIONS:** Be certified by the State Department of Education to instruct in the area of employment or teaching assignment

**RESPONSIBLE TO:** Assigned supervisor

**GENERAL DUTIES:** The instructor will be responsible for managing a program that follows the philosophy and objectives of Pioneer and its adopted policies. The instructor shall provide well-planned instructional experiences that include college/career readiness; occupational competencies, knowledge and skills; technical skills, work ethic skills, problem solving and critical thinking, leadership and teamwork skills.

**SPECIFIC DUTIES:**

- A. Organize, develop and maintain a current course of study
- B. Participate in curriculum planning with academic instructors to integrate academics into the career technical program and career technical skills into academics.
- C. Plan laboratory instruction to simulate the industry for which students are training and develop those attitudes necessary for success in society/ workplace.
- D. Provide opportunities for students to earn industry specific certificates/ licenses/ credentials when appropriate.
- E. Obtain and maintain industry specific certificates/ credentials for instructor and/or program when appropriate.
- F. Submit weekly lesson goals and have seating charts and lesson plans available for substitute teachers.
- G. Integrate safety procedures and practices into the instructional program
- H. Display initiative, enthusiasm and other personal characteristics necessary to operate an effective career technical program.
- I. Administer required competency test and use results to strengthen curriculum and meet the individual needs of each student.
- J. Evaluate, record and report student progress and attendance on a regular basis.
- K. Provide individual help to students.
- L. Coordinate job placement and follow-up of students in conjunction with the Communications/Job Leads Coordinator as applicable.

- M. Set classroom rules and grading procedures that are effective and consistent with Pioneer policies and work in conjunction with associate schools as applicable.
- N. Follow the Pioneer discipline procedures and keep thorough records of each student's disciplinary actions.
- O. Perform preventative maintenance on equipment and/or initiate proper work orders for repairs as well as maintaining OSHA standards.
- P. Report accurate inventory annually.
- Q. Recommend teaching materials, aids, tools, equipment and supplies.
- R. Accept responsibility for high quality standards or products produced and tasks performed.
- S. Organize an advisory committee and meet according to the Master Agreement.
- T. Participate in faculty (satellite school as applicable) and departmental meetings, in-service education, parent conferences, recruitment and orientation of students.
- U. Support and be involved in career technical student organization activities.
- V. Be informed of and abide by adopted Board policies and administrative procedures.
- W. Follow the associate school daily schedule as applicable.
- X. Perform other duties as assigned by the Superintendent and/or his/her designee.