

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

**JOB DESCRIPTION  
FOR  
GRADS TEACHER  
(Graduation, Reality, and Dual-Role Skills)**

**QUALIFICATIONS:** Degree in Family and Consumer Science; Family and Consumer Science Teaching experience (at least 2 years experience preferred); hold current vocational certification/licensure

**ACCOUNTABILITY:** The GRADS Teacher is directly responsible to the program supervisor

**GENERAL JOB DESCRIPTION:**

The teacher(s) will plan, direct, and evaluate the learning experiences of each student in the program, based upon the State-approved GRADS Content Standards Document, and the schedule assigned by Pioneer Career and Technology Center. The GRADS Teacher will establish individual or small group teaching/conference times, and when possible make home/hospital visits and assist with home instruction to GRADS students each year.

The teacher is to closely network with the community agencies that provide services to the GRADS students, as well as communicate regularly with administrators, guidance counselors, and faculty about the progress of students. The teacher will work directly with Pioneer ECE staff who work with GRADS students and their children using Pioneer Child Care.

**PERFORMANCE RESPONSIBILITIES:**

**I. CURRICULUM AND INSTRUCTION**

1. Demonstrate evidence of daily planning, based on an approved Course of Study.
2. Conduct alternative-structure classes daily, using the State-approved GRADS Content Standards Document as a guideline for the curriculum.
3. Revise curriculum on a continual basis to reflect new technology and practice.
4. Establish rules for classroom management which are communicated to students.

5. Promote leadership and responsibility through student activities.
6. Use a variety of instructional techniques appropriate for the needs of each student.
7. Provide a variety of educational opportunities outside the classroom such as field trips to encourage continuing education or kids fair and other activities that enhance teen parent-child interaction.

## **II. PERSONAL AND PROFESSIONAL RELATIONS**

1. Comply with and enforce Board of Education policies and administrative procedures.
2. Participate in recommended and required in-service programs.
3. Attend staff meetings and participate in required school-planned activities.
4. Communicate program goals, problems, and accomplishments with administration and faculties within our CTPD.

## **III. TEACHER/STUDENT RELATIONS**

1. Identify students that meet program requirements and encourage their enrollment and participation in GRADS.
2. Maintain confidentiality in discussing personal problems, except in situations where abuse, suicide, or other physical harm may result.
3. Exhibit appropriate behavior, language, and dress as role model for students.
4. Make appropriate home/hospital visits.
5. Recognize the accomplishments of students to build confidence and support, increasing the likelihood of good attendance and graduations.

## **IV. MANAGERIAL AND COORDINATION ACTIVITIES**

1. Maintain and submit accurate reports in a timely fashion.
2. Maintain accurate inventory of equipment and supplies.
3. Plan and conduct two annual advisory committee meetings.
4. Implement advisory committee suggestions.
5. Allow and encourage students to use telephone to schedule appointments, thus encouraging their sense of responsibility.
6. May assist in writing grants to help financially supplement special GRADS projects.
7. Manage Pioneer ECE Child Care responsibilities through planning and communication with ECE and partner school staff.
8. Perform other tasks and duties as assigned by the Superintendent and/or his/her designee.