Board-adopted
September 21, 2026

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.