

## **MIDDLE BUCKS INSTITUTE OF TECHNOLOGY**

### **POSITION DESCRIPTION**

**POSITION TITLE:**           **TEACHER**

**QUALIFICATIONS:**       Pennsylvania teacher certification in assigned teaching area; minimum of six, preferably, ten years of occupational experience in a broad array of positions within a given industry; teaching experience, computer literacy and knowledge of current technology preferred.

**REPORTS TO:**             Assistant Director

**RESPONSIBILITIES:**   Excellent communication and interpersonal skills required; responsible for competency-based curriculum development and performance-based instructional planning, execution, evaluation and management; actively participate in activities related to community relations, vocational student organization, professional development, cooperative education.

**SCOPE OF DUTIES:**

1.     Develop in writing and update assigned program/course curriculum in compliance with state regulations and guidelines and local school policy and procedure.
2.     Provide planned sequence of instruction and experiences, which reflect the content of the approved curriculum and utilize state-of-the-art instructional technology; safety, employability skills, academic and vocational integration shall be an integral part of the instructional program.
3.     Develop and utilize instructional materials (i.e., learning guides and lesson plans) as the primary tool for the organization and delivery of instruction.
4.     Develop and implement student evaluation procedures which adequately assess student performance consistent with school policy and procedure; maintain an accurate and comprehensive record of grades.
5.     Develop in writing, post, and implement essential laboratory safety rules.
6.     Promote self-discipline on the part of students by establishing and implementing classroom/laboratory rules, procedures, and expectations, consistently providing rewards and consequences in accordance with Board policy and school procedure.
7.     Provide continuous and direct supervision for all assigned students during the school day and enforce school rules in non-class areas such as halls, cafeteria, and grounds.
8.     Establish and maintain contact with the parents or guardians of all students, involving them in the educational process.

9. Develop and maintain lesson and management plans for use by substitute teachers ensuring continuity of instruction at all times. Communicate regularly and in a timely fashion with the substitute teacher and Principal.
10. Project, budget for, and order all supplies, tools, equipment, textbooks, audio-visual and other instructional resources for assigned programs/courses.
11. Develop and implement a safety and loss prevention program to ensure the security of all supplies, tools, equipment, etc. for assigned program area; maintain accurate up-to-date inventories of the aforementioned resources.
12. Establish and maintain occupational advisory committees for assigned programs/courses in accordance with Board policy and school procedures.
13. Attend and actively participate in meetings and programs such as Occupational Advisory Committee meetings, open house/orientation programs, award programs, staff meetings, back-to-school nights, etc.
14. Provide educational and career guidance services as needed and/or refer students to appropriate guidance and support services personnel.
15. Provide placement and cooperative education services and related referral services to all assigned students in coordination with the Work-based Education Coordinator.
16. Facilitate the communication process and school operations by completing and returning reports, forms, and other required documents on a timely basis and abiding by all school policies, regulations, rules and procedures.
17. Maintain assigned equipment and facility ensuring safety, cleanliness and organization of all areas inside as well as outside the building.
18. Maintain professional attitudes and behaviors consistent with the *Code of Professional Practice and Conduct for Educators*, Board policy and school procedures.
19. Actively pursue and maintain teacher certification; actively participate in professional development activities ensuring professional and current technical competence.
20. Participate in the strategic planning process and the implementation of approved Strategic Plan initiatives within assigned program area and on a schoolwide basis.
21. Participate in marketing and public relations activities promoting the school and assigned program(s) thereby creating a valuing of the school and its programs within the community.
22. Provide all assigned students with leadership experiences by integrating career & technical student organizations (CTSO) activities within the instructional program; actively participate in the school wide SkillsUSA program.
23. Provide leadership in the development of adult evening courses in assigned occupational field to strengthen community commitment and valuing of the field.
24. Actively engage in a process self-evaluation and renewal in order to continually improve the teaching/learning process.
25. Perform other duties as may be required of professional educators.

**TERM OF EMPLOYMENT:** As per Contract

<b>STATUS AND SCOPE:</b> Describe special skills and abilities needed to perform the job.
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Revised 8/1/19

## POSITION DESCRIPTION - TEACHER

Professional certification  
 Familiarity with student accounting software  
 Familiarity with Microsoft Office Professional at a user level

<b>USE OF EQUIPMENT:</b> Indicate (X) what type of equipment is typically used with the job.					
X	Computer/Network	X	TV/VCR		Postage Machine
X	Printer	X	Photocopier		Adding Machine
X	Telephone	X	Fax Machine		Scanner

<b>LIFTING REQUIREMENTS:</b> Indicate (X) what statement best describes the usual lifting activity.		
	Sedentary	Lifting up to 10 pounds maximum and carrying items.
	Light	Lifting up to 20 pounds maximum and frequently lifting objects up to 10 pounds
X	Medium	Lifting up to 50 pounds maximum and carrying objects up to 25 pounds.
	Heavy	Lifting up to 100 pounds and carrying objects up to 50 pounds.

<b>PHYSICAL DEMANDS:</b> Indicate (X) what best describes the physical activities for the job.				
	Not Required	Occasional	Frequent	Constant
Bending			X	
Pushing		X		
Hearing				X
Reaching			X	
Climbing		X		
Seeing				X
Speaking				X
Standing			X	
Walking			X	
Sitting		X		

### Definitions:

Not Required	This activity may not be a routine part of the job.
Occasionally	This activity is an essential part of the job at random intervals.
Frequent	This activity is a usual and customary part of the job.
Constant	This activity is continually occurring as part of the job.