



POSITION: HEALTH ASSISTING VOCATIONAL TEACHER

CTE teachers set instructional objectives, design and prepare instruction and plan and implement various supportive activities that meet vocational learning goals as outlined by the MA Curriculum Frameworks in the field of Health Assisting. Teachers communicate learning goals, high standards and expectations to students. Teachers build positive relationships with parents and colleagues in order to enhance each student's ability to learn effectively.

REQUIREMENTS:

Licensed by MA DESE as a Vocational Technical Health Assisting Teacher in compliance with the following licensure requirements:

- Bachelor's degree or higher related to the subject matter and skills to be taught
- 3 years full-time employment experience out of the last 7 years (2 with Master's Degree)
- Licensed in Massachusetts as a Registered Nurse (RN)
- Passing scores on the written and performance tests for Health Assisting
- Passing score on the Vocational Technical Literacy Skills Test or Communication and Literacy Skills Test

Additional Requirements:

- Knowledge of Vocational Instructional strategies and how they can be employed to deliver curriculum and assess student learning, various methodologies and research related to learning and working with at-risk, post-secondary, high school aged youth
- A minimum of conversational fluency in American Sign Language required, with native, or near-native ASL fluency preferred
- Written language competency
- Ability to work effectively as part of an educational team
- A valid driver's license and a clean driving record as determined by Human Resources

Note: In the event that a viable licensed candidate does not apply for any of the above teaching positions, a candidate may be eligible to be employed under a 1-year waiver from MA DESE. The unlicensed candidate must submit documentation of completion of all requirements for the position except for DESE testing (written, performance, and literacy skills) in order to be eligible to be granted a waiver allowing one year to complete the testing requirements and acquire a preliminary vocational technical educator license.

SUPERVISOR: Secondary Principal

FUNCTIONS AND RESPONSIBILITIES:

Prepares, in advance, for each class, implements and delivers daily lesson plans, instructional curriculum, developing employable vocational technology skills, and leading to industry recognized certification.

Designs lesson plans, and collaborate with other staff to design and emphasize integrated activities for the purpose of developing academic skills appropriate for career.

Communicates student behavioral, vocational progress and information to the CTE department chairperson on a timely and consistent basis.

Participates and contributes to the professional development process by consistently communicating information, being prepared, and demonstrating behaviors that reflect continuous improvement and team work.

Tracks student attendance, maintains and provides student grades (weekly and exit) for the purpose of providing documentation of student progress.

Adheres to school policies pertaining to grading, posting students' grades and quarterly reports.

Develops, implements and maintains effective classroom management strategies for the purpose of ensuring a safe and secure, clean, positive and inviting learning environment.

Conducts large and small group instruction as well as individual instruction when needed.

Maintains a three-day supply of emergency lesson plans that follow the teaching format and define student learning objectives and evaluation procedures for the purpose of ensuring instructional continuity.

Ensures the vocational building is maintained in a safe and orderly fashion.

Develops operational procedures (i.e. shop safety, security, tool, etc.) and documents violations for the purpose of ensuring shop safety.

Adheres to the daily and school schedule.

Maintains a daily and monthly inventory of all supplies, materials and equipment to ensure all items are accounted for.

Utilizes a safety data sheet when applicable.

Some lifting may be required when working with young students or students with special needs, however, TLC embraces and celebrates a spirit of inclusion and diversity, and reasonable accommodations and modifications will be made whenever possible. The diversity of our student population may require that some assignments have a heavier physical responsibility due to safety. If the opening for which you are applying will require more strenuous physical activity, the unique needs will be discussed at the time of interview.

Perform other tasks as assigned by the Department Supervisor.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

TLC is proud to be an equal opportunity employer and all employees and applicants for employment are afforded equal opportunity in every area of hiring and employment without regard to race, color, religious creed, national origin, ancestry, sex, gender identity, age, criminal record (inquiries only), handicap (disability), mental illness, retaliation, sexual harassment, sexual orientation, genetics, active military, and any other legally protected characteristic.