

## Chittenden Central Supervisory Union Job Description

<b>JOB TITLE:</b>	<b>Senior Project Instructor</b>
<b>FLSA STATUS:</b>	<b>Exempt</b>
<b>UPDATED:</b>	<b>May 1, 2003</b>

**POSITION OBJECTIVES:** To develop and maintain a student project/culminating activity for second year CTE students.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

### Senior Project Instructor Responsibilities

- Team-teach with academic teachers and technical education to embed appropriate academic and technical content as necessary.
- Develops ways to encourage and ensure that students meet deadlines.
- Implements project activities to meet individual student's and program requirements.
- Assists students in developing a portfolio of technical and academic expertise that is of very high quality.
- Integrates academic and technical content into a cohesive process and product.
- Develops, implements, and coordinates (High Schools That Work) required activities.

### **SUPERVISION RECEIVED:**

Supervised and evaluated by the Director of Technical Education.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Education and Experience. Technical educator license and demonstrated academic skill in journalism, research, or other appropriate discipline plus 2 or 3 years of relevant experience, or a combination of education and experience from which comparable knowledge and skills are acquired.
- Certifications and Licenses. Valid Vermont Technical Educator's License.
- Language Skills. Excellent writing, editing, and research skills to implement portfolios of technical and academic expertise that is of very high quality. Ability to effectively present information in one-on-one and small group situations.
- Computer Skills and Experience. Familiarity with software and output devices needed to produce a high quality visual product (portfolio) for many different technical programs. Advanced desktop publishing, graphic design and illustration preferred.
- Reasoning Ability/Mental Requirements. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Communication & Interpersonal Skills. Ability to communicate and work courteously, efficiently and effectively with a variety of individuals, including students, teachers, administrators, parents, and representatives

of outside organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents, and outside agencies. Ability to collaborate and team-teach with teachers who demonstrate a variety of teaching styles, in a wide variety of programs.

**PHYSICAL EFFORT AND STRESS.** Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; climb or balance; and talk or hear. The employee is occasionally required to reach with hands and arms; stoop, kneel. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORKING CONDITIONS:**

The noise level in the work environment is usually moderate.

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This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.