

## Chittenden Central Supervisory Union Job Description

JOB TITLE:	Skill Tech Instructor
FLSA STATUS:	Exempt
UPDATED:	September 30, 2004

**POSITION OBJECTIVES:** To develop in each student awareness and understanding coupled with basic skills and technical knowledge applicable to a specific occupation in the business or public sector. Encourage students to develop work and personal habits for success.

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

- Plans and implements a program of instruction that adheres to the SkillTech philosophy, goals and objectives as outlined in the adopted course study.
- Makes a purposeful and appropriate lesson plan for effective teaching strategies that maximizes required time on task.
- Demonstrates a strong grasp of subject matter.
- Selects and integrates instructional goals that are valuable, clearly stated, measurable, and suitable for diverse students, and that create opportunities for different types of learning.
- Provides a safe learning environment for all students. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.
- Communicates directions and procedures clearly, accurately and effectively both in spoken and written language following related instruction curriculum guides.
- Develops and implements an effective system to maintain accurate, complete and confidential student records including student completion of assignments, student progress in learning and attendance.
- Follows and assists in upholding Skill Tech's program expectations, administrative regulations and procedures, policies of the CCSU, and corresponding school district policies.
- In addition to compliance with FERPA, all staff will adhere to the privacy standards of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

**SUPERVISION RECEIVED:**

Supervision is received from the Co-Op Coordinator and/or the Adult Services Coordinator.

**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.** Bachelor's degree and working knowledge of skills and technical knowledge applicable to a specific occupation required, or a combination of education and experience from which comparable knowledge and skills are acquired.

**Certifications and Licenses.** If certification is available in the occupational field being instructed, valid certification in said field is preferred, if not required.

**Language Skills.** Ability to read, analyze, and interpret common educational and technical journals, periodicals and procedures, and regulations. Ability to respond to common inquiries or complaints from parents, regulatory agencies, or members of the community. Ability to write reports, business correspondence, and procedure manuals that conform to school/district standards or regulations. Ability to effectively present information to and respond to questions from administrators, students, peers and the general public.

Mathematical/Reasoning Skills. 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.

Computer Skills and Experience. Proficient skills in the computer applications used as part of the program.

Communication & Interpersonal Skills. Ability to effectively, efficiently and regularly communicate and work cooperatively with a variety of individuals, including students, peers, subordinates, supervisors, parents, and representatives of outside organizations. Ability to effectively resolve conflicts and handle stress.

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

Under most circumstances, while performing the duties of this job, the employee is frequently required to stand; walk; and sit. The employee is regularly required to see, talk and hear. The employee is regularly required to use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms; climb steps; stoop, kneel, or crouch. Employee is regularly required to handle stressful situations and resolve conflicts. Appropriate vision and hearing required to fulfill the duties of the job description.

**WORKING CONDITIONS:** While performing the duties of this job, the employee is occasionally exposed outside weather conditions. The noise level in the work environment is usually quiet to moderate.

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This general outline illustrates the type of work, which characterizes the Job Classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.