

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Secondary/Adult Vocational Teacher

JOB CODE: Multiple

DEPARTMENT: Middle/Senior High School and
Vocational Technical Centers

BASIC OBJECTIVES

This is a professional position responsible for the instruction of one or more subjects to secondary and adult vocational students.

JOB TASKS/RESPONSIBILITIES

1. Instructs students, using various teaching methods, including lectures, demonstrations and laboratory/shop projects.
2. Prepares course objectives and outline for course of study following curriculum guidelines.
3. Assigns lessons; assesses student's progress including homework assignments; project evaluations and hears presentations.
4. Prepares and administers tests to evaluate pupil progress, records results, issues reports to inform parents of progress and assigns final grades.
5. Maintains attendance and grade records as required by school.
6. Counsels pupils when adjustment and academic problems arise.
7. Maintains discipline in the classroom.
8. Meets with parents to discuss pupils' academic, vocational, social and behavioral progress.
9. Participates in faculty and professional meetings, educational conferences, industry related conferences and inservice classes.
10. Performs related work as required or as assigned by the supervising administrator or his/her designee.

PHYSICAL REQUIREMENTS

This is light work which requires the following physical activities: climbing, bending, reaching, sitting, standing, walking, finger dexterity, lifting, grasping, repetitive motions, talking, hearing and visual acuity. In addition, the individual will be required to function in the vocational trade physical requirements.

MINIMUM QUALIFICATION REQUIREMENTS

1. As specified in the State Statutes.
2. Must maintain certification and/or licensing requirements in this applied technology program area as applicable.