LEHIGH CAREER & TECHNICAL INSTITUTE

Position Description

Position Title: Academic Instructor/Teacher

Qualifications/Certification:

1. Possesses proper teaching certificate as directed by the Bureau of Teacher Certification, Pennsylvania Department of Education

Reports To/Supervised By: (as assigned)

1. Director of Career and Technical Education
2. Director of Academic and Special Programs
3. Director of Curriculum and Instruction
4. Supervisor Career and Technical Education Program
5. Academic Center Principal
6. Supervisor of Special Education
7. Principal of the Career Academy Program

Responsibilities:

1. Implement the educational program within the philosophy and policies approved by the Joint Operating Committee and the guidelines established by the Executive Director.
2. Maintain a professional attitude and appearance.
3. Model a sound work ethic and regular attendance.
4. Attain and maintain teacher credentials as required by Pennsylvania Department of Education.
5. Participate in regular professional development activities to keep abreast of advances in technology, curriculum and instructional delivery techniques, and remain current in all areas of the field of expertise.
6. Develop, revise, and implement the curriculum as it pertains to each instructional area in accordance with established guidelines and format.
7. Develop, revise, and implement instructional activities and materials to support the curriculum.
8. Utilize a diversity of instructional delivery methods in order to motivate students and promote learning. Mentor students and provide counseling and/or refer students to appropriate school specialists.
9. Provide and maintain a well-organized, safe learning environment.
10. Prepare lesson plans weekly and provide lesson plans for short-term substitutes.
11. Maintain daily attendance records and daily instructional plans.
12. Implement and maintain a system of student discipline and encourage appropriate student behavior.
13. Maintain student records and communicate student progress to parent/guardians.
14. Maintain confidentiality of all student records.
15. Read and implement all students’ Individualized Education Plans.
16. Implement sound fiscal procedures within the instructional area in accordance with approved financial parameters and complete budget sheets as requested.
17. Prepare and submit report, information, budgets, and inventory as required.
18. Maintain instructional equipment and provide for repair as needed.
19. Adhere to all policies enacted by the Joint Operating Committee and guidelines established by the Executive Director.
20. Monitors and assigns students to Instructional Assistant.
21. Supervises students.
Secondary/Related Responsibilities:

1. Maintain filing of all paperwork and reports pertinent to position

Physical Requirements of Job:

MEASURED IN TERMS OF FREQUENCY

<table>
<thead>
<tr>
<th>Not At All</th>
<th>Occasionally</th>
<th>Frequently</th>
<th>Constantly</th>
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<tbody>
<tr>
<td>0</td>
<td>1 - 33%</td>
<td>34 - 66%</td>
<td>67 - 100%</td>
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</tbody>
</table>

LIFTING:
- Up to 10 lbs: Frequently
- 11 to 20 lbs: Occasionally
- Beyond 20 lbs: Not At All

BODY MOVEMENTS:
- Bend/Stoop: Constantly
- Climb: Occasionally
- Kneel: Not At All
- Push: Occasionally
- Pull: Occasionally
- Twisting: Occasionally
- Standing: Constantly
- Sitting: Occasionally
- Walking: Constantly

Terms of Employment:

Length of Work Year: Per Contract

Evaluation:

Performance will be evaluated by the Supervisor.

*The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the LCTI of any and all reasonable accommodations that will be required.*

LCTI is an equal opportunity employment, educational, and service organization.

I have read and understand the requirements of the job and I can perform the physical requirements of the job either with or without reasonable accommodations.

____________________________
Applicant’s Signature

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8/17/10