



Lapeer County Intermediate School District JOB DESCRIPTION

Career and Technical Education (CTE) Instructor for Agriscience

Employee Group: LETTA
FLSA: Exempt
Supervisor: Principal

Qualifications

Education

1. Required: High School Diploma
2. Preferred: Bachelor's Degree or higher degree in related field

Certification(s) or Other

One of the following:

1. Valid Standard or Professional Teaching Certificate
 - Highly Preferred: Agriculture, Agricultural Operations, and Related Sciences (CIP 01.0000) Endorsement
 - Preferred: Agriculture Production, General (CIP 01.0301) or Agriculture Science and Natural Resources (CIP 02.9999)
2. A minimum of 2 full years (4,000) hours of recent and relevant occupational experience within last 10 years

Work Experience

1. Preferred: Experience in a comparable capacity in a school setting or educational environment
2. Preferred: Experience working with high-school aged students

Knowledge (Preferred)

Has knowledge of:

1. Agriscience, horticulture, and animal science
2. Specialized educational programs (e.g., Career and Technical Education (CTE), Special Education, Adult and/or Community Education)
3. Student information systems (e.g., Synergy, PowerSchool, Skyward, etc.)

Proficiencies

Is proficient in:

1. Standard office equipment
2. Microsoft Office products
3. Adobe products
4. Google applications

Skills

Possesses excellent:

1. Written and verbal communication skills
2. Organizational skills
3. Interpersonal skills

Abilities

Is able to:

1. Develop, plan, and implement an instructional program that provides a vast array of appropriate learning experiences related to the exploration of career opportunities
2. Manage, motivate, engage, and teach high school students
3. Apply knowledge of current research, theory, and practice to instruction
4. Plan and implement lessons based on program objectives, as well as the needs and abilities of students enrolled in program
5. Develop a 2-year program of study with individualized competency-based methodology
6. Maintain student confidentiality at all times
7. Establish and maintain a good rapport and positive relationships with all individuals encountered during the performance of work duties and responsibilities
8. Work efficiently through the use of current technology and keep up with changes in technology

Physical Requirements

Must have the physical stamina necessary to perform the essential job duties and responsibilities AND be able to:

1. Lift at least 50 pounds
2. Stand, squat, and kneel for extended periods of time
3. Operate a tractor and other farm equipment

Character

It is expected that all employees:

1. Have a strong work ethic
2. Possess a positive attitude
3. Be trustworthy
4. Maintain personal and professional integrity
5. Conduct themselves in a professional, respectful, and civil manner at all times
6. Positively represent the ISD and its local districts
7. Remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment.

Essential Job Duties and Responsibilities

1. Develop, plan, and teach all program-related, student-learning activities
2. Implement all aspects of a quality CTE program that complies with all Technical Review, Assistance, and Compliance (TRAC) expectations
3. Address the individual needs of all students enrolled in the program, including those with special needs, to ensure their success in the program
4. Facilitate and collaborate with Advisory Committee and related businesses in the community
5. Create and maintain a safe classroom environment that is conducive to learning
6. Evaluate students' academic growth and maintain related records

7. Market the program to constituent districts, potential students, and the general public
8. Maintain the program website to ensure that it is current and accurate at all times
9. Optional: Serve as Advisor to Career and Technical Student Organization (CTSO)
10. Report for work on-time as scheduled
11. Perform duties and responsibilities in accordance with District policies
12. Perform other related duties and responsibilities as assigned

Revised 5/18/22 AS

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