

Posted:	3/17/2020	Closing Date for Outside Candidates:	until filled
Starting Date:	August, 2020	Closing Date for Internal Candidates:	3/24/2020

(Internal Candidates will be considered before outside candidates)

Salary Range: \$41,390 - \$78,591

Reports To: Bernard Brown, Newaygo County Career-Tech Principal/Director of Secondary Learning Services

Terms: School year with benefits as per the NCEA Master Agreement

- Qualifications:**
- Valid and current Michigan Teaching Certificate.
 - Vocational endorsement in specific job area.
 - Able to lift, carry, and move equipment/supplies weighing up to 100 pounds (dependent upon position)
 - Physically capable of performing all assigned duties.
 - Must be able to pass required criminal history check.

Essential duties shall include, but not be limited to:

- Essential Functions:**
- MEET INDIVIDUAL NEEDS
 - Determine student needs and interests.
 - Determine for a unit, group and individual learning experiences based on individual differences of students.
 - Enrich instruction to challenge the abilities of the more capable students.
 - Reinforce learning.
 - Provide remedial work for slow learners.
 - Assemble individual student files documenting personal characteristics, attitudes and grades.
 - Demonstrate a regard for and an interest in students as individuals.
 - Develop constructive working relationships among students.
 - Demonstrate personal concern for the student and his/her family.
 - Conduct home visits with an administrator when recognized as being in the student's best interest.
 - Recognize potential problems of students.
 - Conduct a conference with a student.
 - Confer with the student and his/her parents, when deemed necessary, regarding educational development.
 - Present information to students on occupational opportunities.
 - Present information to students on advanced training and educational opportunities available to them.
 - Assist students in determining ways to best describe their salable skills.
 - Write letters of recommendation for students.
 - Assist graduating students in preparing for interviews with potential employers.

- Assist students in securing and completing applications for jobs, scholarships, educational loans or college admission.

CONTRIBUTE TO THE TOTAL SCHOOL EFFORT

- Write general goals for the career and technical education program offering.
- Specify the long-range facility, equipment and supply needs for the career and technical education programs.
- Analyze provided follow-up information on the placement, employment, and training status of each program graduate.
- Maintain contact with employers of program graduates to assess effectiveness of instruction.
- Assess the relevancy of the career and technical education offering.
- Assist in supplying the data for required administrative records.
- Provide approved safety apparel and devices for career and technical students assigned to hazardous equipment.
- Maintain a record of safety instruction presented in compliance with safety laws and regulations.
- Identify the role and function of the selected advisory committee members.
- Establish the criteria for selection of the advisory committee members.
- Obtain administrative approval of the selected advisory committee members.
- Orient the advisory committee members to their role and function.
- Serve as the liaison between the advisory committee and the school administration.
- Serve as FFA co-advisor as part of our CTSO experience.

MANAGE EQUIPMENT, TOOLS AND SUPPLIES

- Select tools and/r equipment for a lesson.
- Assemble consumable supplies for instructional purposes.
- Compile a list of supplies needed for the academic year.
- Identify and requisition new tools and/or equipment needed for the academic year.
- Establish and maintain a system for repairing and servicing tools and equipment in the laboratory.
- Maintain an inventory of tools, supplies, and equipment.
- Arrange for the storage and security of supplies and equipment.
- Implement student check-out procedures for tools, supplies, and equipment used in the laboratory.
- Prepare purchase requests for approved equipment and supplies.
- Devise a system for determining and billing of consumable supplies and services rendered for students and the public consistent with school policy.
- Take lead role in management of plant science focused facilities including greenhouses and orchard.

DEVELOP CURRICULUM

- Identify the competencies needed for entry into an occupation.

- Identify and describe the occupational standards of performance for each task in an occupation.
- Develop career and technical education offerings by clustering and sequencing related tasks.
- Identify the skill, knowledge, and attitudes required for the performance of each task included in a career and technical offering.
- Write and sequence student performance objectives for the career and technical education offering.
- Consult the advisory committee in developing a long-range program plan for career and technical education program.
- Sequence student performance objectives for and offering in the career and technical education program.
- Select student performance objectives for a unit.
- Write a content outline for the career and technical education program.
- Develop and prepare instructional material.
- Take lead role in developing and preparing plant science material.
- Collaborate with co-instructor to manage program and develop instructional material.

IMPLEMENT CURRICULUM AND EVALUATE PROCEDURES

- Correlate unit content with on-the-job and/or laboratory experiences.
- Select methods of evaluating student performance throughout a unit.
- Select methods of evaluating students attainment of specific student performance objectives.
- Obtain textbook, reference, and other instructional materials.
- Conduct field trips.
- Direct students in gathering information from sources in the community.
- Direct students in instructing other students.
- Direct student laboratory experience.
- Guide student progress through the use of operation and/or job sheets.
- Establish criteria for student performance.
- Formulate a system of grading consistent with school policy.
- Appraise student products according to occupational performance standards.
- Appraise students' performance in relation to student performance standards.
- Record student attendance according to school policy.
- Record student grade according to school policy.
- Devise self-evaluation techniques for use by students.
- Arrange for students to evaluate their own progress.
- Engage in cooperative evaluation of achievement with students.
- Determine students' grades based on related instruction and laboratory or on-the-job experience.
- Review student progress and/or achievement records to assess effectiveness of instruction.

IMPLEMENT A SYSTEM OF CLASSROOM MANAGEMENT AND DISCIPLINE

- Uphold school standards of expected student behavior.

- Formulate and uphold acceptable standards of behavior in classrooms and laboratories.
- Carry out approved disciplinary action when warranted.
- Encourage students to exercise self-discipline.
- Control aggressive behavior.
- Schedule laboratory equipment for maximum utilization by students.
- Direct students in a system for cleaning and maintaining the laboratory.
- Arrange laboratory work areas and storage space to facilitate student work performance.
- Arrange layout of the career-tech laboratory to simulate the occupational environment.

OTHER

- Provide feedback to the Principal/Director on supplies and equipment to promote the most cost-effective and efficient program possible.

Send cover letter, resume and completed teacher application to:

Dr. Lori Tubbergen Clark, Superintendent

Newaygo County RESA

4747 W. 48th Street

Fremont, MI 49412

Apply To:

If you have questions, please contact the NC RESA Human Resources Department at 231.924.8853.

AgriScience Program Instructor



Corinne Toth

Human Resources Specialist

Superintendent's Office

Newaygo County RESA

www.ncresa.org

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Admin Office