



West Shore ESD Position Description

POSITION OPENING

Under the provisions of Article 10, Job Posting Procedure, of the Master Agreement between the West Shore Educational Service District Board of Education and the Education Association, the following vacancy will occur:

JOB TITLE:	Teacher – CTE Allied Health/Health Occupations
POSITION AVAILABLE:	2021-2022 School Year
JOB DESCRIPTION:	Attached
CERTIFICATION REQUIRED:	Valid State of Michigan Standard CTE Certificate or Professional CTE Certificate with required occupational endorsement in Health Occupations. OR The ability to obtain the appropriate State of Michigan Occupational Certificate in Allied Health. OR Valid State of Michigan Secondary Teaching Certificate with a vocational endorsement. Valid Nursing License and Valid Drivers' License required. Must be eligible to obtain Train the Trainer Certification.
TERMS OF EMPLOYMENT:	Per the West Shore ESD EA Collective Bargaining Agreement
INQUIRIES:	Send cover letter/resume/credentials/references to: Terri Steih, Director of Human Resources West Shore ESD 2130 West US-10, Ludington, MI 49431 or via email at tsteih@wsesd.org
DATE OF POSTING:	April 27, 2021
EXPIRATION DATE:	May 14, 2021 or Until Filled

The Board of Education does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, height, weight, marital status, genetic information, or any other legally protected characteristic, in its program and activities, including employment opportunities.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.



West Shore ESD Position Description

JOB TITLE: Teacher – Career and Technical Education (CTE) – Allied Health/Health Occupations
DEPARTMENT: Career and Technical Education
REPORTS TO: Director/Principal of CTE & ASM Tech

PREPARED BY: Dale Horowski
APPROVED BY: Dale Horowski
DATE: April 2021

FTE: 1.0
EXEMPT STATUS: Exempt
WORK DAYS: WSEA CBA

SUMMARY:

Provide an educational learning environment and instruct/facilitate student learning for the Allied Health/Health Occupations course that meets the Michigan guidelines for a CTE program.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

Presence on the job is an employee's fundamental obligation. Regular, reliable and punctual attendance is required. Plan a program of study that follows the CIP 51.000 curriculum of the Office of Career and Technical Education of Michigan. Assess the progress of students on a regular basis and provide progress reports via district approved software system. Maintain accurate, complete, and correct records as required by law and district policy. Work with business, industry, and post-secondary institutions to develop and meet educational and industrial standards. Coordinate and supervise student clinical visits to local health care facilities. Coordinate and supervise a career and technical student organization. Have an understanding of and a familiarity with the technology pertaining to the program, and incorporate technology as appropriate into instruction. Incorporate various instructional strategies to deliver the curriculum. Maintain a current advisory committee involved in business and industry. Provide a leadership role in the development of professional and post-secondary partnerships. Develop instructional plans and organize class time to provide a balanced program of instruction, demonstration, work time and assessment. Monitor assigned district-owned equipment and supplies to prevent loss or abuse. Establish and maintain standards of pupil behavior. Work with CTE colleagues on district and building-wide initiatives.

QUALIFICATIONS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

EDUCATION and/or EXPERIENCE:

Experience working in the medical field.
Previous teaching or training experience.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid State of Michigan Standard CTE Certificate or Professional CTE Certificate with required occupational endorsement in Health Occupations.

OR.

The ability to obtain the appropriate State of Michigan Occupational Certificate in Allied Health

OR

Valid State of Michigan Secondary Teaching Certificate with a vocational endorsement.

Valid Nursing License and Valid Drivers' License required.

Train the Trainer Certification or eligibility and willingness to obtain.

KNOWLEDGE, SKILLS and ABILITIES:

Ability to apply knowledge of current research and theory to instructional programs; ability to plan and implement lessons based on department and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective working relationships with students, peers, administrators, parents and the community. Ability to speak clearly and concisely in written or oral communication. Demonstrated proficiency in the use of technology and computer skills. Must carry out all responsibilities with awareness of all requirements, standards and policies established by the Board of Education.



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Ability to prioritize and manage multiple tasks efficiently; possess strong organizational skills.

Ability to work in a team setting.

Ability to work independently on assigned tasks as well as accept direction on given assignments.

Ability to assume responsibility for confidential information.

Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

SUPERVISORY RESPONSIBILITIES:

Supervises classroom, paraprofessionals and students.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to compose reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from various groups including administrators, staff, local school districts, customers and the general public.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as fractions, percentages, ratios and proportions to practical situations. Ability to extrapolate needed statistical data from given information.

REASONING ABILITY:

Ability to frame and solve a practical problem logically and rationally. Ability to apply common sense understanding, to interpret and carry out instructions furnished in written, oral, diagram or schedule form. Ability to define problems, collect data, establish facts, and draw valid conclusions.

***PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is continuously required to stand and talk or hear. Frequently the employee will walk while performing the duties of this job. Occasionally the employee will sit. Frequently the employee will stoop or kneel and repeat the same hand, arm or finger motion many times. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to communicate with the public and other staff.

***WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee occasionally works near moving mechanical parts in some vocational settings. The noise level in the work environment is usually moderate.

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.