JOE DESCRIPTIONS

I. TITLE: Teacher-Coordinator

II. MINIMUM QUALIFICATIONS:

A. Bachelor’s Degree from an accredited institution
B. Valid Alabama Class B Teacher Certificate with an endorsement in the career-technical service area in which most of the students’ occupational objectives fall

III. TERM OF CONTRACT: Nine-Twelve (9-12) months

IV. REPORTS TO:

The principal of the respective high school and coordinates with the Blount County Career-Technical Education Director on items related to planning, operation, and evaluation of the cooperative education program. If located at the Blount County Career-Technical Center, the individual reports directly to the career-technical director.

V. GENERAL DESCRIPTION OF DUTIES:

Conduct an instructional program that combines on-the-job experiences with related classroom instruction to equip the students with job entry skills to meet their occupational objectives and/or skills which will enable them to pursue advanced study and training; and include the appropriate student organizations as an integral part of the instructional program.

VI. SPECIFIC RESPONSIBILITIES:

A. Instruction

1. Plan, organize, and conduct an instructional program designed to develop skills, technical knowledge, and work habits in accordance with the State Board of Education Course of Study.
2. Prepare a training plan for each cooperative student.
3. Adapt a study guide to the training plan.
4. Develop and instruct in classroom activities to correlate with the job experience of the student.
5. Make on-the-job coordination visits to insure training objectives are being met.
6. Coordinate the training experiences of employed students during the summer.
7. Prepares for classes assigned and shows written evidence of preparation upon request of immediate supervision.
8. Employ a variety of instructional techniques and instructional media in the instructional program.
9. Select training stations and place student learners.

B. Student Organization

1. Serve as advisor/co-advisor to the appropriate student organization (DECA, FBLA, VICA) chapter.
2. Make the student organization an integral part of the instructional program.
3. Encourage students to participate in the activities of their career-technical student organization.

C. Records and Reports

1. Maintain an efficient filing system that includes instructional materials, records and reports, and correspondence.
2. Prepare and timely submit accurate reports required by the local high school, Blount County School System, and the State Department of Education.
3. Keep a systematic record of former students.
4. Maintain accurate records of students' progress, identifying the skills and knowledge in which the student is proficient.
5. Maintain a record of student attendance.
6. Evaluate each student's performance, knowledge, and skills on a regular basis and provide progress reports as required.
7. Maintain a record of contacts with and visits to training stations.
8. Maintain on file for each student:
   a) training agreement
   b) training plan
   c) student application
   d) interview guide
   e) rating sheets
D. Public Relations

1. Conduct an effective public relations program to keep the public informed about the cooperative education program.
2. Cooperate with the career-technical director in efforts to publicize and promote the total career-technical program in Blount County.
3. Make presentations to community and civic groups on the cooperative education program.

E. Evaluation

1. Work with employers to evaluate student progress on the job.
2. Conduct a follow-up on each completer and early leaver of the cooperative education program one year and three years after completing/leaving.
3. Evaluate the cooperative education program each year using the instructional program evaluation instrument adopted by the school system.
4. Work with the advisory council in determining improvements needed.

F. Facilities and Equipment

1. Maintain an inventory of all equipment assigned to the program.
2. Maintain visual aids and references.
3. Assist in the selection of books, equipment and other instructional materials.
4. Order new equipment and supplies following procedures set by the Blount County School Board.
5. Implement good housekeeping procedures for the classroom.

G. Professional Development

1. Participate in career-technical education conferences, workshops, and other in-service meetings designed to provide professional skills and competencies.
2. Develop and carry out an annual professional development plan as required by the school system.

H. Guidance and Placement

1. Interview students who make application to the program.
2. Assist students in making an occupational choice for which their special aptitudes, background, and experience qualify them.
3. Assist special education teachers in developing Individual Education Programs for handicapped students enrolled in the program.
4. Instruct students in job seeking skills and assist them in locating employment and/or enrolling in further training.
5. Work closely with the counselors in screening and selecting students.
6. Maintain an updated list of prospective employers and training stations.

I. Safety

1. Insure safety in the program by regular organized instruction in safe practices.
2. Include safety as an item to check for in visits with students on the job.

J. Administration

1. Cooperate with the administration in implementing the Blount County Board of Education policies and/or rules governing student life and conduct.
2. Develop reasonable rules of classroom and on-the-job behavior and procedures and maintain high standards of student conduct in the classroom and on the job.
3. Attend staff meetings and serve on staff committees.
4. Work cooperatively with other members of the staff in planning instructional goals, objectives and methods.
5. Perform related and appropriate duties as requested by the career-technical director and/or principal. These duties will comply with the Alabama Vocational Education Standards and Policies for Quality Programs in Secondary Schools.

VII. EVALUATION OF PERFORMANCE:

A. Participate in teacher evaluations conducted by the principal or the Blount County Career-Technical Center Director if located at the Career-Technical Center.
B. Participate in instructional program evaluation conducted by the career-technical director.