



## Career X Instructor

**STARTING DATE:** 2021-2022 School Year  
**REPORTS TO:** Supervisor of Student Services  
**WORK YEAR:** 184 days as per Board-adopted calendar  
**SALARY RANGE:** Appropriate step on Teacher's Salary Schedule - Commensurate with experience and education

### QUALIFICATIONS INCLUDE BUT NOT LIMITED TO:

- Bachelor's Degree and preferred three (3) years of work experience
- Valid/Appropriate Ohio teaching license - Intervention Specialist and a Transition-To-Work endorsement (or ability to obtain)
- Ability to successfully engage students and must possess strong technology skills
- Highly motivated self-starter with a passion for teaching and demonstrated ability to individualize instruction and work with students having a variety of learning styles and abilities in a team environment
- Excellent oral and written communications skills, planning, organizational, and problem solving skills
- Demonstrated understanding of Ohio's graduation expectations and of Ohio Career Technical / Academic Content Standards
- Meet all mandated health requirements
- Comply with drug-free workplace rules and board policies and documented evidence of a clear criminal record

### RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:

- Follows prescribed curriculum using approved textbooks, workbooks and instructional materials
- Plans the management of allocated budget for daily operations
- Organizes classroom and/or laboratory in a manner, which is conducive to learning within the limits of the resources provided by the district
- Assists students in obtaining knowledge and developing personal skills, which will prepare them to be successful in the world of work and in life
- Seeks employment opportunities for students in accordance with their abilities and goals
- Works effectively with employers and educators from community schools to establish quality career pathways for students
- Develops, plans, and successfully delivers lessons using the approved course of study/academic content standards/ career technical competencies
- Communicates regularly with member-school personnel and GCCC staff/administration
- Enforces and maintains proper classroom rules for discipline and management
- Designs and administers appropriate assessments to monitor student learning
- Works collaboratively and effectively with staff, students, parents and form positive relationships with business and industry representatives
- Actively prepares students for both academic and career technical competency tests
- Provides leadership in student management, classroom instruction, curriculum development, and career/technical club activities
- Establishes and maintains open lines of communication with students and their parent/guardian concerning classroom performance and behavior
- Promotes and supports student participation in youth organizations, leadership and competitive activities
- Identifies and engages appropriate representatives from business and industry to support instruction and follow district procedures regarding District Advisory Committees
- Incorporates current practices from business, industry and education
- Maintains complete and accurate records as required by law, district policy and administrative regulation
- Actively assists in upholding and enforcing school rules, administrative regulation and board policy
- Utilizes Board approved course of study as the basis for instruction and works within the guidelines of the Greene County Career Center's Mission Statement and goals
- Attends district and state professional development events
- Maintains an acceptable attendance record and be punctual
- Adheres to the Ohio Department of Education Code of Conduct for Professional Educators
- Displays professionalism with all stakeholders and presents as a positive role model of the Career Center at all times
- Assumes any other responsibilities as assigned by the Board of Education, Superintendent, Career Technical Director, Supervisor, or their designee(s)

**DEADLINE:** Open until filled  
Visit <https://www.greeneccc.com/HumanResources.aspx> for instructions on the application process

**APPLY TO:** David Deskins, Superintendent  
Greene County Career Center  
532 Innovation Drive  
Xenia, OH 45385  
[www.greeneccc.com](http://www.greeneccc.com)

Date posted: January 28, 2021

The Greene County Career Center Career Center hereby gives notice that it does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, disability/handicap, citizenship status, or veteran status in its educational programs, activities, employment policies, or admission policies and practices, as required by law. GCCC has a Section 504, Title VI, and Title IX coordinator.