

**OFFICE OF MARY C. BARLOW  
KERN COUNTY SUPERINTENDENT OF SCHOOLS**

**TEACHER – CAREER TECHNICAL EDUCATION (CTE)  
Emphasis: Building and Construction Trades – Welding/HVAC/General Industrial Arts**

Certificated Job Description

**IMMEDIATE SUPERVISOR:**

Site Administrator

**DEFINITION:**

Under the direction of the site administrator, the Teacher will provide instruction to students served in the assigned program. The Kern County Superintendent of Schools operates Valley Oaks Charter School (VOCS) and schools in Alternative Education. Instruction is provided in both independent study and classroom settings.

**ESSENTIAL FUNCTIONS:**

1. Provide a theoretical/clinical learning experience to prepare students for employment in Welding: Mig, Tig, and Stick applications with fabrication of structural, pipe and wrought iron. HVAC: Diagnostics, service, mechanical and sheet metal, General Industrial Arts: Plumbing and electrical trouble shooting and maintenance.
2. Determine appropriate learning modalities for each student.
3. Assess the level of student achievement on a regular basis.
4. Find and/or develop materials that are appropriate to the instructional level of each student.
5. Advise parents on issues that affect the learning environment at home such as scheduling, study space, family dynamics, etc., if assigned to a charter school setting.
6. Maintain communication with assigned students and parents.
7. Develop grade appropriate learning packets for students.
8. Plan and teach academic enrichment classes in credentialed area.
9. Plan and assess lessons completed by each student.
10. Maintain accurate up-to-date attendance records.
11. Accept and complete adjunct duties.
12. Network with community partners and bring in resources from the community, as directed.

## **MINIMUM QUALIFICATIONS:**

### **A. Personal Qualifications:**

1. Familiarity with a wide range of content areas and grade levels.
2. Excellent one-on-one interpersonal skills.
3. Effective classroom management skills.
4. Willingness to travel to satellite sites, as needed, based on assignment.
5. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.
6. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

### **B. Professional Qualifications:**

1. Ability to work closely with a team of teachers.
2. Willingness to assist with office/school needs as they arise.
3. Ability to collaborate with parents.
4. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

## **TRAINING AND/OR CREDENTIALS**

### **A. Education:**

1. Must hold or be eligible for a Career Technical Education (CTE) Teaching Credential in Building Trades and Construction.
2. Applicant is responsible for obtaining and maintaining CTE Teaching Credential if not currently held.

### **B. Experience:**

1. Teaching experience is highly desirable.
2. Bilingual (Spanish/English) skills desirable.
3. Alternative education experience desirable.

CP: ac

6/6/2023

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