

PROVIDENCE SCHOOL DEPARTMENT JOB DESCRIPTION		
TITLE:	WORK YEAR:	
Career and Technical Education Teacher	181 days	
REPORTS TO:	DIRECTLY SUPERVISES:	
Building Administrator	N/A	
(Summary) JOB DESCRIPTION:		
Under direction of the school principal and/or appropriate supervisor, plans and provides for appropriate learning experiences for students. Provides an atmosphere and environment conducive to the intellectual, physical, social and emotional development of individuals to ensure success for every student. Supervises students in a variety of school-related settings. Monitors and evaluates student outcomes. Communicates and interacts with students, parents, staff and community.		
EDUCATION TRAINING AND EXPERIENCE:		
Bachelor's degree in applicable field of education from an accredited college or university		
CERTIFICATE / LICENSE REQUIRED:		
Certificate required by the Rhode Island State Department of Education. Current Rhode Island Teacher Certificate(s) in the appropriate Secondary subject area and level. Endorsements: Bilingual, ESL, Secondary School when required		
DESCRIPTION OF DUTIES, RESPONSIBILITIES AND CURRICULAR LINKAGES:		
<ol style="list-style-type: none"> 1. Understands and applies effective strategies and best practices to ensure student success 2. Participates in district and school-based professional development activities 3. Provides rigorous and relevant instruction on approved hands-on curriculum in the content area and general workplace readiness 4. Administers a variety of student assessment tools 5. Prepares lessons that encourage and foster proficient oral and written expression, critical thinking and applications 6. Develops and maintains positive and cooperative interactions and communications with parents, colleagues and community 7. Takes all necessary and safety precautions to protect students, equipment, material, and facilities 8. Maintains accurate and complete records as required by the district and state laws 9. Maintains and updates required industry certifications 10. Collaborates with core content teachers on common instructional objectives, integration and alignment 		
MINIMUM QUALIFICATIONS STANDARDS:		
<ol style="list-style-type: none"> 1. Must meet the "highly qualified" criteria as defined by the <i>No Child Left Behind Act of 2001</i>. 2. Demonstrated proficiency with PC-based computer applications, Microsoft Office applications, e-mail, Web applications, and industry-specific technology. 		
<i>For internal use only</i>		JOB CODE:
DATE(s) CREATED:	DATE(s) REVIEWED:	DATE(s) REVISED:
05/19/2009	00/00/0000	00/00/0000
FILE NAME: Career and Technical Education Teacher		

**PROVIDENCE SCHOOL DEPARTMENT
JOB DESCRIPTION**

TITLE:	WORK YEAR:
Automotive Technology Teacher	181 days
REPORTS TO:	DIRECTLY SUPERVISES:
Building Administrator	N/A
(Summary) JOB DESCRIPTION:	
Under direction of the school Building Administrator, facilitates student comprehension and application of concepts skills and behaviors that contributes to the development of mature, able and responsible members of society.	
EDUCATION TRAINING AND EXPERIENCE:	
Possess successful background which ensures capabilities to succeed as an instructor in the field of Automotive Technology	
Minimum five (5) years of recent (within last seven (7) years) trade based or equivalent full-time employment directly related to Automotive Technology	
Bachelor's degree in applicable field of education preferred	
CERTIFICATE / LICENSE REQUIRED:	
Must possess or be eligible to obtain a Rhode Island Vocational Education Teaching Certificate	
Automotive Service Excellence (ASE) certification in A4 (Suspension & Steering) A5 (Brakes) A6 (Electrical/ Electronic Systems) an A8 (Engine Performance) are required within 1 (one) year of employment.	
DESCRIPTION OF DUTIES, RESPONSIBILITIES AND CURRICULAR LINKAGES:	
<ol style="list-style-type: none"> 1. Understands and applies effective strategies and best practices to ensure student success 2. Assists building administrator in obtaining Rhode Island Department of Education Program approval, NEASC accreditation, and industry accreditation 3. Commit to obtain National Automotive Technician Education Foundation (NATEF) and National Institute for Automotive Service Excellence (ASE) programs certificates 4. Participates in district and school-based professional development activities 5. Provides rigorous and relevant instruction on approved hands-on curriculum in the content area and general work-place readiness 6. Administers a variety of student assessment tools 7. Prepares lessons that encourage and foster proficient oral and written expression, critical thinking and applications 8. Develops and maintains positive and cooperative interactions and communications with parents, colleagues and community 9. Takes all necessary and safety precautions to protect students, equipment, material, and facilities 10. Maintains accurate and complete records as required by the district and state laws 11. Maintains and updates required industry certifications 12. Collaborates with core content teachers on common instructional objectives, integration and alignment 	

MINIMUM QUALIFICATIONS STANDARDS:

1. Demonstrated proficiency with PC-based computer applications, Microsoft Office applications, e-mail, Web applications, and industry-specific technology.
2. Physical ability to perform all necessary tasks related to implementing the program.

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DATE(s) REVISED:

05/20/2009

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FILE NAME:

Automotive Technology Teacher

**PROVIDENCE SCHOOL DEPARTMENT
JOB DESCRIPTION**

TITLE:	WORK YEAR:
Carpentry Teacher	181 days
REPORTS TO:	DIRECTLY SUPERVISES:
Building Administrator	N/A
(Summary) JOB DESCRIPTION:	
Under direction of the Building Administrator, facilitates student comprehension and application of concepts skills and behaviors that contributes to the development of mature, able and responsible members of society.	
EDUCATION TRAINING AND EXPERIENCE:	
Bachelor's degree in applicable field of education preferred	
Possess successful background which ensures capabilities to succeed as an instructor in the field of Construction Technology minimum five (5) years of recent (within last seven (7) years) trade based or equivalent full-time employment directly related to Carpentry	
Experience with implementation of National Center for Construction Education and Research (NCCER) curriculum preferred	
Record of involvement in professional organizations and community relations preferred	
CERTIFICATE / LICENSE REQUIRED:	
Must possess or be eligible to obtain a RI Vocational Education teaching Certificate	
Possess or obtain National Center for Construction Education and Research (NCCER) Craft Instructor's Certificate within one year employment	
DESCRIPTION OF DUTIES, RESPONSIBILITIES AND CURRICULAR LINKAGES:	
<ol style="list-style-type: none"> 1. Understands and applies effective strategies and best practices to ensure student success 2. Assists building administrator in obtaining Rhode Island Department of Education Program approval, NEASC accreditation, and industry accreditation 3. Participates in district and school-based professional development activities. 4. Provides rigorous and relevant instruction on approved hands-on curriculum in the content area and general work-place readiness 5. Administers a variety of student assessment tools 6. Prepares lessons that encourage and foster proficient oral and written expression, critical thinking and applications 7. Develops and maintains positive and cooperative interactions and communications with parents, colleagues and community. 8. Takes all necessary and safety precautions to protect students, equipment, material, and facilities. 9. Maintains accurate and complete records as required by the district and state laws. 10. Maintains and updates required industry certifications. 11. Collaborates with core content teachers on common instructional objectives, integration and alignment. 	

MINIMUM QUALIFICATIONS STANDARDS:

1. Demonstrated proficiency with PC-based computer applications, Microsoft Office applications, e-mail, Web applications, and industry- specific technology.
2. Physical ability to perform all necessary tasks related to implementing the program.

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FILE NAME:

Carpentry Teacher

**PROVIDENCE SCHOOL DEPARTMENT
JOB DESCRIPTION**

TITLE:	WORK YEAR:
Cosmetology Teacher	181 days
REPORTS TO:	DIRECTLY SUPERVISES:
Building Administrator	N/A
(Summary) JOB DESCRIPTION:	
Under direction of the Building Administrator, facilitates student comprehension and application of concepts skills and behaviors that contributes to the development of mature, able and responsible members of society.	
EDUCATION TRAINING AND EXPERIENCE:	
Possess successful background which ensures capabilities to succeed as an instructor in the field of Cosmetology	
Minimum five (5) years of recent (within last seven (7) years) trade based or equivalent full-time employment directly related to Cosmetology	
Record of involvement in professional organizations and community relations preferred	
Bachelor's degree in applicable field of education preferred	
CERTIFICATE / LICENSE REQUIRED:	
Must possess or be eligible to obtain a Rhode Island Vocational Education Teaching Certificate	
Possess a current R.I. Cosmetology license.	
Possess a current R.I. Cosmetology Instructor's License.	
DESCRIPTION OF DUTIES, RESPONSIBILITIES AND CURRICULAR LINKAGES:	
<ol style="list-style-type: none"> 1. Understands and applies effective strategies and best practices to ensure student success 2. Assists building administrator in obtaining Rhode Island Department of Education Program approval, NEASC accreditation, and industry accreditation 3. Participates in district and school-based professional development activities 4. Provides rigorous and relevant instruction on approved hands-on curriculum in the content area and general work-place readiness 5. Administers a variety of student assessment tools 6. Prepares lessons that encourage and foster proficient oral and written expression, critical thinking and applications 7. Develops and maintains positive and cooperative interactions and communications with parents, colleagues and community 8. Takes all necessary and safety precautions to protect students, equipment, material, and facilities 9. Maintains accurate and complete records as required by the district and state laws 10. Maintains and updates required industry certifications 	

MINIMUM QUALIFICATIONS STANDARDS:

1. Demonstrated proficiency with PC-based computer applications, Microsoft Office applications, e-mail, Web applications, and industry-specific technology.
2. Physical ability to perform all necessary tasks related to implementing the program.

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FILE NAME:

Cosmetology Teacher

**PROVIDENCE SCHOOL DEPARTMENT
JOB DESCRIPTION**

TITLE:	WORK YEAR:
Culinary Arts	181 days
REPORTS TO:	DIRECTLY SUPERVISES:
Building Administrator	N/A

(Summary) JOB DESCRIPTION:

Under direction of the Building Administrator, facilitates student comprehension and application of concepts skills and behaviors that contributes to the development of mature, able and responsible members of society.

EDUCATION TRAINING AND EXPERIENCE:

Possess successful background which ensures capabilities to succeed as an instructor in the field of Culinary Arts (including baking)

Minimum five (5) years of recent (within last seven (7) years) trade based or equivalent full-time employment directly related to Culinary Arts.

Record of involvement in professional organizations and community relations preferred.

Experience in ProStart and ServSafe Curriculum preferred.

Bachelor's degree in applicable field of education preferred

CERTIFICATE / LICENSE REQUIRED:

Must possess or be eligible to obtain a Rhode Island Vocational Education Teaching Certificate

Must possess or be eligible to obtain American Culinary Federation (ACF) Secondary Culinary Educator Certificate and Hospitality Educator Certificate within one (1) year of employment

ServSafe Food Safety certified

ServSafe Food Safety Instructor and Proctor certification within one (1) year of employment

DESCRIPTION OF DUTIES, RESPONSIBILITIES AND CURRICULAR LINKAGES:

1. Understands and applies effective strategies and best practices to ensure student success
2. Assists building administrator in obtaining Rhode Island Department of Education Program approval, NEASC accreditation, and industry accreditation
3. Participates in district and school-based professional development activities.
4. Provides rigorous and relevant instruction on approved hands-on curriculum in the content area and general work-place readiness
5. Administers a variety of student assessment tools
6. Prepares lessons that encourage and foster proficient oral and written expression, critical thinking and applications
7. Develops and maintains positive and cooperative interactions and communications with parents, colleagues and community.
8. Takes all necessary and safety precautions to protect students, equipment, material, and facilities.
9. Maintains accurate and complete records as required by the district and state laws.

10. Maintains and updates required industry certifications.

MINIMUM QUALIFICATIONS STANDARDS:

1. Demonstrated proficiency with PC-based computer applications, Microsoft Office applications, e-mail, Web applications, and industry-specific technology.
2. Physical ability to perform all necessary tasks related to implementing the program.

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FILE NAME:

Culinary Arts

**PROVIDENCE SCHOOL DEPARTMENT
JOB DESCRIPTION**

TITLE:	WORK YEAR:
Electrical Technology Teacher	181 days
REPORTS TO:	DIRECTLY SUPERVISES:
Building Administrator	N/A
(Summary) JOB DESCRIPTION:	
Under direction of the Building Administrator, facilitates student comprehension and application of concepts skills and behaviors that contributes to the development of mature, able and responsible members of society.	
EDUCATION TRAINING AND EXPERIENCE:	
<p>Possess successful background which ensures capabilities to succeed as an instructor in the field of Electrical Technology.</p> <p>Minimum five (5) years of recent (within last seven (7) years) trade based or equivalent full-time employment directly related to Electrical Technology.</p> <p>Record of involvement in professional organizations and community relations preferred</p> <p>Experience with implementation of National Center for Construction Education and Research (NCCER) Curriculum preferred.</p> <p>Bachelor's degree in applicable field of education preferred</p>	
CERTIFICATE / LICENSE REQUIRED:	
<p>Must possess or be eligible to obtain a RI Vocational Education Teaching Certificate</p> <p>Possess or obtain National Center for Construction Education and Research (NCCER) Electrical Craft Instructor's Certificate within one year of Employment</p> <p>RI Department of Labor and Training Electrician's license (or equivalent in home state) preferred</p>	
DESCRIPTION OF DUTIES, RESPONSIBILITIES AND CURRICULAR LINKAGES:	
<ol style="list-style-type: none"> 1. Understands and applies effective strategies and best practices to ensure student success 2. Assists building administrator in obtaining Rhode Island Department of Education Program approval, NEASC accreditation, and industry accreditation 3. Participates in district and school-based professional development activities 4. Provides rigorous and relevant instruction on approved hands-on curriculum in the content area and general work-place readiness 5. Administers a variety of student assessment tools 6. Prepares lessons that encourage and foster proficient oral and written expression, critical thinking and applications 7. Develops and maintains positive and cooperative interactions and communications with parents, colleagues and community 8. Takes all necessary and safety precautions to protect students, equipment, material, and facilities 	

- 9. Maintains accurate and complete records as required by the district and state laws
- 10. Maintains and updates required industry certifications

MINIMUM QUALIFICATIONS STANDARDS:

- 1. Demonstrated proficiency with PC-based computer applications, Microsoft Office applications, e-mail, Web applications, and industry-specific technology.
- 2. Physical ability to perform all necessary tasks related to implementing the program.

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00/00/0000

FILE NAME:

Electrical Technology Teacher

**PROVIDENCE SCHOOL DEPARTMENT
JOB DESCRIPTION**

TITLE:	WORK YEAR:
Graphic Communication Teacher	181 days
REPORTS TO:	DIRECTLY SUPERVISES:
Building Administrator	N/A
(Summary) JOB DESCRIPTION:	
Under direction of the Building Administrator, facilitates student comprehension and application of concepts skills and behaviors that contributes to the development of mature, able and responsible members of society.	
EDUCATION TRAINING AND EXPERIENCE:	
Possess successful background which insures capabilities to succeed as an instructor in the field of Graphics Communications.	
Minimum five (5) years of recent (within last seven (7) years) trade based or equivalent full-time employment directly related to Graphics Communications.	
Record of involvement in professional organizations and community relations preferred.	
Bachelor's degree in applicable field of education preferred	
Experience with video recording, editing and TV studio production preferred	
CERTIFICATE / LICENSE REQUIRED:	
Must possess or be eligible to obtain a RI Vocational Education Teaching Certificate	
DESCRIPTION OF DUTIES, RESPONSIBILITIES AND CURRICULAR LINKAGES:	
<ol style="list-style-type: none"> 1. Understands and applies effective strategies and best practices to ensure student success 2. Assists building administrator in obtaining Rhode Island Department of Education Program approval, NEASC accreditation, and industry accreditation 3. Commit to obtain Graphics Arts Technical Foundation and Graphics Arts Education and Research Foundation (GAERF) Programs Certification within one year of employment 4. Participates in district and school-based professional development activities 5. Provides rigorous and relevant instruction on approved hands-on curriculum in the content area and general work-place readiness 6. Administers a variety of student assessment tools 7. Prepares lessons that encourage and foster proficient oral and written expression, critical thinking and applications 8. Develops and maintains positive and cooperative interactions and communications with parents, colleagues and community 9. Takes all necessary and safety precautions to protect students, equipment, material, and facilities. 10. Maintains accurate and complete records as required by the district and state laws. 11. Maintains and updates required industry certifications. 	

MINIMUM QUALIFICATIONS STANDARDS:

1. Demonstrated proficiency with PC and Mac based computer applications, Microsoft Office applications, e-mail, Web applications, and industry-specific technology including web design.
2. Physical ability to perform all necessary tasks related to implementing the program.

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JOB CODE:

DATE(s) CREATED:

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05/20/2009

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00/00/0000

FILE NAME:

Graphic Communication Teacher