Title: Vocational Teacher  Reports to: Director of Academic Affairs

School Overview
New Beginnings High School (NBHS) is an innovative organization, transforming education through academic and social support services. Our mission is to create the best educational environment for students who are seeking a new beginning. We embrace a customer service philosophy with our students, who attend NBHS by choice.

Position Summary:
The Vocational Teacher at New Beginning High School utilizes a blended learning approach that combines traditional classroom instruction with online instruction and activities. This model enables New Beginnings High School to offer a wide variety of courses and to increase the amount of self-directed learning that is so crucial to the post-secondary success of our customer.

Key Responsibilities:
- Develop and implement soft-skills class for selected customers.
- Develop, coordinate and implement CTE program at NBHS.
- Establish and enforce rules for behavior and procedures for maintaining order among the customers for whom they are responsible.
- Instruct and monitor customers in the use and care of equipment and materials, in order to prevent injuries and damage.
- Instruct customers individually and in groups, using various teaching methods such as lectures, discussions, and demonstrations.
- Maintain accurate and complete customer records as required by laws, district policies, and administrative regulations.
- Prepare materials and classrooms for class activities.
- Establish clear objectives for all lessons, units, and projects, and communicate those objectives to customers.
- Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides customers with opportunities to observe, question, and investigate.
- Adapt teaching methods and instructional materials to meet customers' varying needs and interests.
- Prepare, administer, and grade tests and assignments to evaluate customers' progress.
- Enforce all administration policies and rules governing customers.
- Assign and grade class work and homework.
- Observe and evaluate customers' performance, behavior, social development, and physical health.
- Use computers, audiovisual aids, and other equipment and materials to supplement presentations.
- Prepare objectives and outlines for courses of study, following curriculum guidelines or requirements of states and schools.
- Prepare customers for later educational experiences by encouraging them to explore learning opportunities and to persevere with challenging tasks.
- Guide and counsel customers with adjustment and/or academic problems, or special academic interests.
• Confer with parents or guardians, other teachers, counselors, and administrators in order to resolve customers' behavioral and academic problems.
• Meet with parents and guardians to discuss their children's progress, and to determine their priorities for their children and their resource needs.
• Prepare for assigned classes, and show written evidence of preparation upon request of immediate supervisors.
• Prepare and implement remedial programs for customers requiring extra help.
• Provide disabled customers with assistive devices, supportive technology, and assistance accessing facilities such as restrooms.
• Meet with other school staff to discuss individual customers' needs and progress.
• Select, store, order, issue, and inventory classroom equipment, materials, and supplies.
• Prepare reports on customers and activities as required by administration.
• Plan and supervise class projects, field trips, visits by guest speakers or other experiential activities, and guide customers in learning from those activities.
• Attend professional meetings, educational conferences, and teacher training workshops in order to maintain and improve professional competence.
• Confer with other staff members to plan and schedule lessons promoting learning, following approved curricula.
• Collaborate with other teachers and administrators in the development, evaluation, and revision of middle school programs.
• Attend staff meetings, and serve on committees as required.
• Help with recruitment, marketing, building community relationships, and retention by visiting the physical communities our customers come from.
• Perform other duties as assigned.

Minimum Qualifications

Requirements
• Bachelor’s degree in related field or at minimum 5 years of experience in the vocation being taught.
• Minimum of 2 years’ secondary classroom experience
• Experience in online learning at the middle/ high school level preferred
• Unwavering belief that all customers can learn and achieve success in school
• Demonstrated success in leading customers to significant academic growth and maintaining a positive earning environment
• Extreme flexibility to accommodate multiple priorities and a strong work ethic to accommodate a high level of responsibility
• Excellent written and verbal communication skills
• Background check and fingerprinting clearance
• Evidence of ongoing professional development
• Willing to work flexible hours
• Knowledge of applicable computer software and hardware process applications such as spreadsheets, word-processing, database and operating systems, and/or presentation software
• Valid Florida driver's license, Reliable transportation, Valid automobile insurance
The Vocational Teacher must demonstrate commitment to the mission and vision of New Beginnings High School resulting in student achievements in related subject matter through:

- Adherence to and enforcement of school policies and administrative regulations
- Excellent performance resulting in quality outcomes and internal and external customer satisfaction
- Continuous personal and professional development
- Positive interpersonal relationships with colleagues and customers
- Continuously improve performance through acceptance of evaluation objectives
- Exhibiting the mental/physical ability and stamina to meet essential duties of the position

Key Competencies

- Adapt to changing work priorities
- Maintain confidentiality
- Exhibit tact and patience
- Perform duties accurately and efficiently
- Exhibit strong organizational skills and orderliness in work and environment
- Work both independently and as a team member with other individuals and organizations
- Prioritize tasks to meet deadlines and commitments in a dynamic, multi-tasking environment
- Set high expectations, contributing positively to NBHS culture
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications; establishing personal networks; and participating in professional societies
- Demonstrate excellent interpersonal skills and an ability to work with individuals/groups from diverse socio-economic backgrounds

Working Conditions

Environment
Requires working indoors in an environmentally controlled office setting. Requires sitting for the majority of the day.

Physical Requirements
The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. Must have ability to utilize and interact with whiteboard technology. Must be able to endure outside weather conditions and elements for the purpose of home visits.
Incumbents may be required to perform any combination of the tasks detailed in this document. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the major job elements.

The New Beginnings High School, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.

Employee Name (print)__________________________
Employee Signature ______________________________
Date _______________________________________

Principal/DAA (print)_________________________________
Principal/DAA Signature _________________________________
Date _____________________