JOB TITLE: Vocational/Technology Teacher (Education Coordinator - Level 1)

LOCATION: Pima Vocational High School

RESPONSIBLE TO: SER-Jobs for Progress Inc. (Administratively) and assigned to a designated Pima Vocational High School Manager (Operational)

HOURS: 8:00 a.m. – 5:00 p.m.

HOURLY WAGE: $20.79/hour, 40 hours per week, plus Benefits

SUMMARY:
Coordinates, develops and implements education programs within the County’s vocational school, alternative or adult education program as a high school teacher, academic skills instructor, and/or school-to-work vocational instructor. Develops and implements a curriculum program consistent with the mission and objectives of the applicable County education program. This classification is in the unclassified service and is exempt from the Pima County Merit System Rules

Duties / Responsibilities:

- Develops and/or implements Information Technology curriculum to include CompTIA A+, CompTIA Network, and CompTIA Security test prep, examination, and certification.
- Develops and/or implements Graphic Design curriculum.
- Assesses the needs of students and develops, implements and evaluates daily lesson plans for students including scheduled activities and materials.
- Plans and modifies program instruction to meet the needs of individual students.
- Evaluates the performance of students regarding mastery of objectives and success criteria and makes necessary provisions to meet learning needs.
- Participates as a member of an instructional team to promote learning activities consistent with the program’s mission and objectives.
- Collaborates with specialists to assist students.
- Maintains partnerships with parents, school staff, and community partners.
- Maintains appropriate records and files required reports in a timely manner.
- Performs ongoing research of trends and innovations in the respective academic content areas and in strategies to reconnect out-of-school youth.
- Plans lessons that are relevant to students and connects learning and behavior to current needs of the general workforce.
- Collaborates with Pima County One-Stop Staff to assist students in acquiring additional training, education and/or employment opportunities after graduation.
- May monitor the activities of a teacher’s aide or classroom volunteers.

Knowledge & Skills:

Knowledge of:
- Information technology, graphic design, web design, or related computer science topics.
- Best practices in standardized test prep, specifically CompTIA certification exams.
- Employability skills required to be successful in obtaining and sustaining employment.
- Google classroom learning platform for use in remote, hybrid, and in-person applications.
- Education practices and procedures with emphasis on school-to-work strategies.
- Teaching strategies that meet the learning needs of all students
• Research-based strategies to reconnect older, out-of-school youth
• Arizona school laws and rules promulgated by the Arizona State Board of Education and Arizona State Board for Charter Schools, or other applicable laws, regulations and policies.

Skill in:
• Utilizing teaching strategies proven to be effective with older, out-of-school youth and young adults.
• Working as a site team to ensure effective academic and vocational instruction.
• Communicating effectively, both orally and in writing.

Minimum Qualifications:

Three years (6000 hours) verified work experience in a related occupational area: Computer Maintenance, Digital Communications, Digital Photography, Graphic Design, Network Security, Software and Applications, Technology Devices Maintenance, or a related field and an industry certification, license, or credential in the specified CTE Certification area. OR a Bachelor’s degree from an accredited college or university in education or a related field defined by the appointing authority at the time of recruitment. Two years of experience working with at-risk youth or vocational training or equivalent.

Preferred Qualifications:

1. Classroom teaching experience in Information Technology, Graphic Design, or a related field.
3. A Bachelor’s degree in education or other related subject areas.
4. Experience with and ability to relate well to youth ages 16-21.
5. Experience working with at-risk youth.
6. Experience in a school-to-work program.

Other Requirements:

1) Candidate must be fully vaccinated for COVID 19 and show proof of vaccination.
2) Candidate must have a current Arizona IVP Fingerprint Clearance Card issued by the Arizona Department of Public Safety required to work with minors or vulnerable adult populations.
3) Candidate must have a valid Arizona Class D driver license.
4) Failure to obtain/maintain the requirements above shall be grounds for termination.

Prior to hiring, applicant will be subject to a background check which includes criminal history and fingerprint verification.