

TITLE:

Health Careers Teacher

QUALIFICATIONS:

Any combination equivalent to graduation as a Registered Nurse and holding a bachelor's degree or making progress towards obtaining a bachelor's degree and certification as required by the Kentucky Department of Education.

REPORTS TO:

High School Principal

PRIMARY JOB GOAL:

To direct and evaluate the learning experiences of students in the Health Careers Program at the vocational school; to assist in the development of district policies; to plan and implement an instructional program and provide related educational services for students in the Health Careers Program.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of first aid, CPR, and nursing practices and procedures; knowledge of various health-screening practices; knowledge of quality oral and written communication skills and record-keeping techniques; interpersonal skills using tact, patience, and courtesy; knowledge of health and safety regulations and contagious diseases; ability to administer first aid; ability to make referrals and perform follow-up; ability to maintain medical equipment in proper working condition; ability to establish and maintain cooperative and effective working relationships with others; ability to maintain current knowledge of technological advances in the field; ability to complete work with many interruptions; ability to determine appropriate action with clearly defined guidelines and observe health and safety regulations; comprehensive knowledge of principles and practices of modern public school secondary education and the ability to apply them to the needs of the school/district; knowledge of the mission, goals, and organization of public education; ability to apply knowledge of current research and theory as they relate to content, curriculum, materials, and instructional practices; knowledge of adolescent growth and development; ability to plan, organize, and implement lessons based on district and school objectives and the needs and abilities of students to whom assigned; ability to utilize multimedia and computer technology as appropriate; ability to move about to monitor students and check work in classrooms with a varied seating and desk organization; ability to communicate clearly both orally and in writing; ability to develop effective working relationships with the entire school community; commitment to education reform; ability to be flexible to adjust the instructional program to any unanticipated interruptions/changes; sound knowledge of the content area(s) taught.

PERFORMANCE RESPONSIBILITIES:

- Communicates with various community health agencies and civic organizations to exchange information, coordinate activities, and obtain student needs such as medication, glasses, hearing aids, and clothing as needed.
- Conducts training for students as required.
- Maintains stock of Personal Protection Equipment (PPE) and CPR supplies; assures medical equipment is in proper working condition; orders supplies and equipment as needed.
- Maintains current knowledge of medical advances and information, public health issues, and treatment procedures.
- Maintains at all times an orderly learning atmosphere and keeps the Principal fully informed of the Health Careers program's activities and problems.
- Strives to implement by instruction and action the district's philosophy of education and instructional goals and objectives.
- Employs a variety of instructional techniques consistent with the physical limitations of the location provided and within the needs and capabilities of each student involved.

- Utilizes a variety of instructional materials and available multimedia and computer technology to enhance learning.
- Meets and instructs assigned classes in the locations and at the times designated.
- Manages allotted learning time to maximize student achievement.
- Teaches content subject area(s) utilizing the course of study adopted by the Board of Education and the school's SBDM Council.
- Instructs pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school and school district.
- Develops lesson plans, instructional materials, and appropriate tasks, and provides individualized and small group instruction in order to adapt the curriculum to the individual needs of each pupil.
- Prepares, presents, and evaluates material for learning, and tries innovative instructional techniques in keeping with program requirements and education reform.
- Takes an active part in the professional development program of the school and the district, and participates in the planning and evaluation of the school's curriculum and extra-curricular activities through membership on various district/SBDM Council committees.
- Maintains professional competence through professional development activities provided by the district and/or consortia, and through self-selected professional growth activities.
- Assists in the selection of books, computer software, equipment, and other instructional materials, and keeps abreast of new trends and research in education reform.
- Works cooperatively with the administration, other teachers, support personnel, and the SBDM Council in planning instructional goals, objectives, methods, and evaluation.
- Collaborates with other professionals (guidance counselors, librarians, etc.) to carry out schoolwide instructional or related activities; coordinates instructional activities and collaborates with other professional staff, both school-based and nonschool-based, to maximize learning opportunities.
- Assists other teachers/coordinators in the identification process of students for placement in the various supplemental educational programs.
- Strives constantly to determine whether factors that contribute to low academic performance are present, and makes any necessary referrals for specialized instructional help or services to various agencies; requests assistance of, and works with, resource personnel as needed.
- Counsels and evaluates students by providing guidance to pupils which will promote their welfare, self-esteem, and educational development.
- Assesses student abilities as related to desired educational goals, objectives, and outcomes.
- Evaluates student progress on a regular basis; uses standardized tests, a variety of other tests, teacher observation, and regular classroom performance to determine placement of students; maintains appropriate assessment and evaluation documentation for district, school, and individual reporting purposes.
- Administers group standardized tests in accordance with the district's testing program.
- Utilizes teaching strategies which incorporate activities that will enhance performance events and open-response assessments.
- Continually communicates with students on instructional expectations and keeps them informed of their progress in meeting those expectations.
- Communicates with parents through conferences and other means to discuss pupil's progress and interpret the school program.
- Makes provisions for being available to students and parents for education-related purposes including, under reasonable terms, time before or after school on the instructional day or at school-sponsored events.
- Assumes responsibility for classroom management by establishing and maintaining consistent classroom organization in accordance with district/school regulations.
- Creates a safe, disciplined, and effective classroom environment for learning through functional and attractive displays, bulletin boards, and learning centers, and through making sure all materials are in good condition and accessible to the students.
- Weighs and considers the best plan of action to carry out the instructional programs as they relate to scheduling, group size, and room arrangement.

BLOOD/FLUID EXPOSURE RISK: (check the right category)

Category I: Tasks involve exposure to blood, fluid, or tissue

Category II: Usual tasks do not involve exposure to blood, body fluid, or tissues but the job may require performing unplanned Category I tasks.

Category III: Tasks involve no exposure to blood, body fluids, or tissues. Category I tasks are not a condition of employment.

TERMS OF EMPLOYMENT:

185 days of employment; salary to be established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Classified Personnel and Evaluation of Professional Personnel.

Date of Approval: July 10, 1995

Revised: June 10, 1999

Revised: **March 21, 2026**

I have read and understand the terms set forth in this job description.

Signature of Employee_____

Date Signed_____