



<u>JOB DESCRIPTION</u> CONTRACTUAL POSITION	
JOB TITLE: Technical Vocational Instructor	
JOB SUMMARY: Requires the incumbent to teach their particular subject area to students in secondary schools in accordance with the approved curriculum. Duties include monitoring the progress of students, effective classroom supervision and guidance to ensure the all-round development of students.	
REPORTS TO:	Principal / Head of Department
SUPERVISION GIVEN TO:	N/A
DUTIES AND RESPONSIBILITIES: <ul style="list-style-type: none">• Plans a programme of learning to develop the knowledge, skills and attitudes of students in accordance with the established school curriculum.• Guided by the approved programme, prepares lessons and delivers instruction to students in the designated subject area(s). This includes the preparation of charts, diagrams and other general teaching aids and the use of appropriate methods, techniques and strategies such as lectures, discussions, demonstrations, selected audio visual aids, group and individual work.• Prepares, administers and marks tests, projects and assignments to evaluate students' progress and maintain records of students' attainment in the curriculum area over a designated period.• Prepares and delivers instruction and gives guidance to improve students' performance in the relevant subject area(s) where progress is below the required standard.• Monitors the all-round development of students and discusses progress and problems with students, school administration and with parents as necessary.• Supervises students during approved activities in the classroom and on the school compound to ensure their safety and good conduct.• Conducts on-going assessments of students' practical competences and maintains record of progress.• Initiates and supervises approved co-curricular activities consistent with the specific subject area in keeping with the Ministry of Education guidelines.• Identifies appropriate materials and equipment needed for use in subject area and makes recommendation for purchase.• Supervises workshop/laboratory activities to ensure the development of good working habits and adherence to safety procedures by students.	



- Ensures that students keep classrooms, workshops and other learning areas in an orderly and sanitary condition.
- Examines periodically fixtures, equipment and tools pertinent to the subject area taught to ensure they are properly maintained and in good state of repair. Any shortcoming should be reported to the Principal/Head of Department.
- Maintains school records including class attendance register.
- May be required to perform duties of a Form Teacher which entail:
 - Entering information on students' report cards and school records;
 - Maintaining class attendance register;
 - Collecting and scrutinizing written excuses such as those for absences and other school matters;
 - Issuing timetables which identify the teaching schedule.
- Perform other duties related to teaching function which may be assigned from time to time.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE:	<ul style="list-style-type: none"> • Sound knowledge of the theory and practice of the subject area(s) taught. • Sound knowledge of evaluation and measurement techniques. • Sound knowledge of modern methods, principles and techniques of teaching. • Sound knowledge of the philosophy and psychology of education. • Sound knowledge of the use and operation of tools, equipment/machinery in the subject area(s). • Sound knowledge of modern skills and techniques in the particular subject. • Working knowledge of safety practices specific to the teaching location. • Working knowledge of the principles and techniques of counselling. • Basic knowledge of the principles and practice of First Aid. • Basic knowledge of the Civil Service and Public Service rules and regulations. • Basic knowledge of the relevant computer applications.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Sound evaluation and measurement skills. • Sound communication skills. • Sound human relation skills. • Sound planning and organizing skills. • Sound skills in the operation of tools and equipment pertinent to subject area taught.



	<ul style="list-style-type: none">• Sound skills in the observation and analysis of students' behaviour.• Intermediate counselling skills.• Basic computer skills.
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MINIMUM EXPERIENCE AND TRAINING:

<ul style="list-style-type: none">• Three (3) GCE 'O' Level/CXC/CSEC subjects (General Proficiency Level Grade I or II) including English Language and Mathematics.• National Craftsman Certificate or equivalent.• No previous experience required.
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