



# Public Schools of Petoskey

*A Special Place for Everyone*

**POSITION:** Medical Occupations/Health Teacher

**QUALIFICATIONS:**

1. Possession of a Bachelor's Degree or better in education or a subject-related field.
2. Possession of a valid Michigan teaching certificate with an appropriate subject and grade level endorsement (Highly Qualified) or education/work experience necessary to qualify for an Annual Vocational Authorization.
3. Evidence of successful classroom teaching experience at the secondary level.

**REPORTS TO:** High School Principal

**PRIMARY FUNCTION:**

To provide instruction in subject-matter, helping students to develop skills that will contribute to their growth and employment as mature, able, and responsible citizens.

**ESSENTIAL FUNCTIONS:**

1. Develop curriculum and lesson plans that address Michigan CTE Medical Occupations standards.
2. Collaborate and communicate with other Medical Occupations teachers in the area.
3. Delivers relevant classroom and lab instructions using competency and outcome-based education techniques and strategies.
4. Works closely with area employers and advisory committee(s) to develop pertinent course content and to maintain program integrity and validity.
5. Assists in the development of work-based learning sites for students.
6. Assesses student progress, communicates with parents, conducts parent/teacher conferences, completes required reports, and documents necessary information.
7. Works cooperatively with counselors, career specialist, and area business partners to create opportunities for students.
8. Assists in the development and monitoring of program budgets following CTE guidelines.
9. Participates in relevant professional development activities.
10. Attends all required meetings and participates in all activities essential to the MDE approval of the vocational program(s).
11. Building and enriching an active HOSA chapter and working with HOSA alumni.

12. Conducts and supervises the activities of the HOSA before, during and after school.
13. Organize trips, HOSA functions and conducts a summer program for which an additional stipend for the work will be provided.
14. Other duties as assigned by the building principal or superintendent of schools.

**TERMS OF EMPLOYMENT:**

School year as defined in the written agreement between the Petoskey Board of Education and the Northern Michigan Education Association.

**EVALUATION:**

Performance evaluated annually in accordance with Michigan State Law.

**SALARY:** In accordance with the Master Contract Agreement.