



9364 State Route 45, Lisbon, Ohio 44432
330.424.9561
www.CCCTC.k12.oh.us

NOTICE OF VACANCY

Title: ACADEMIC PROGRAM TEACHER – SOCIAL STUDIES

Reports to: Secondary Administrative Staff

Job Objective: Plans, implements, and assesses student learning experiences. Helps students make appropriate choices. Encourages parental involvement.

Minimum Qualifications:

- Must be Highly Qualified and hold valid state department of education license/certificate appropriate for Integrated Social Studies
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Keeps current with technology and other workplace innovations that support job functions.
- Ability to physically manage bulky and/or unwieldy packages and supplies.

Essential Functions:

The following are typical but not inclusive work responsibilities. A reasonable accommodation may be made to /enable a qualified individual with a disability to perform essential functions.

- Prepares the assigned classroom or instructional area. Develops written lesson plans that align with state standards and the district's adopted courses of study/curriculum goals.
- Plans collaborative student learning activities that encourage positive peer relationships.
- Maintains a positive learning environment. Helps parents/students understand academic objectives, behavioral standards, and performance expectation. Teaches classes as scheduled.
- Maintains a thorough understanding of subject material. Creates effective student learning experiences. Documents teaching performance objectives. Uses formal and informal assessment strategies to monitor and manage student learning.
- Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- Evaluates the academic needs of students. Develops meaningful educational activities that engage and stimulate student learning. Varies instructional techniques to address diverse learning styles. Monitors and strives to keep students alert and participating in classroom activities.
- Helps students take full advantage of the learning environment (e.g., use of instructional/media resources, access/proximity to activities, etc.).
- Supervises and participates in supplemental program activities (e.g., conferences, field trips, job fairs, summer programs, etc.) as directed.
- Communicates expectations and shows an active interest in student progress.
- Facilitates self-reliance, problem-solving, critical-thinking, creativity, and performance skills.
- Collaborates with other staff. Shares knowledge and resources that enhance student learning. Serves as a marketing partner to a career path instructor.
- Upholds the student conduct code. Implements effective pupil management procedures.
- Consults with support personnel to address student concerns (e.g., excessive absences, at-risk behavior, mental/physical health, family/peer relations, etc.).
- Collaborates with staff to implement and monitor behavior management plans when required.
- Supports an inclusive educational environment. Provides opportunities for students with disabilities to participate in appropriate learning activities.

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- Initiates referrals for student assistance as needed. Meets mandated paperwork deadlines. Helps the intervention assistance team (IAT) prepare plans for eligible students.
- Helps prepare and implement Section 504, Individualized Education Plans (IEP), and/or other interventions for assigned students meeting eligibility requirements.
- Proctors district testing activities as directed. Upholds security procedures. Helps students with content-area preparation activities.
- Maintains accurate records and submits reports on time.
- Evaluates student achievement/performance. Prepares progress reports. Consults with parents as needed (e.g., phone calls, notes, meetings, etc.).
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Promotes the proper use, care, and security of school property.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Supervises non-classroom activities when assigned.
- Participates in staff meetings, conferences, and other required school activities.
- Encourages parent organizations and supports school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Provides prompt notification of absences. Ensures that student lists and teaching materials are readily available for substitutes.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Upholds board policies and follows administrative guidelines/procedures. Promotes a professional image of the school district. Encourages community partnerships that enhance district programs.
- Complete other reasonable tasks as assigned by building/district administrators/superintendent.

Ancillary Functions:

Develops and maintains appropriate course of study to instruct the program as assigned by the Board of Education and the Ohio Department of Education.

Abilities Required:

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Acknowledges personal accountability for decisions and conduct.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work environment.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Maintains an acceptable attendance record and is punctual.
- Organizes tasks and manages time effectively. Meets deadlines despite time constraints.
- Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

Working Conditions:

To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Lifting, carrying, and moving work-related supplies/equipment.
- Traveling to meetings and work assignments.

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Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the Columbiana County Career and Technical Center Board.

CONDITIONS OF EMPLOYMENT:

- 1. Length of employment: 184 days plus extended time as needed/assigned beginning the 2025-2026 school year.
- 2. Hours per day: Seven (7) hours and Ten (10) minutes
- 3. Salary: Based on current negotiated salary schedule with appropriate experience and training
- 4. Fringe benefits: Per negotiated agreement

PROCEDURE:

If interested, make application to Jeremy Corbisello Superintendent, Columbiana County Career Center, 9364 State Route 45, Lisbon, OH 44432. (330) 424-9561, ext. 129.

Email Resume & Letter of Interest to: Jeremy.Corbisello@ccctc.k12.oh.us

The Columbiana County Vocational School District is an EQUAL OPPORTUNITY EDUCATION INSTITUTION. Courses and services are offered without regard to race, color, national origin, sex, disability and age. The Columbiana County Career Center is in compliance with TITLE VI, TITLE IX AND SECTION 504. Coordinator is Curt Kaiser. Offices are located at 9364 State Route 45, Lisbon, OH 44432. (330) 424-9561, ext. 117.

POSTED: March 12, 2025

DEADLINE TO APPLY: Until Filled