



 **LOCATION:** Pathway Academy, Big Spring, Texas

 **REPORTS TO:** Chief Operating Officer

 **SALARY:** Board Approved Pay Scale

ABOUT US

At Pathway Academy, we believe in the transformative power of education and are dedicated to unlocking the immense potential within every learner. Our mission is to cultivate an environment conducive for students to become the best versions of themselves through personal connections, individual instruction and servant leadership.

POSITION OVERVIEW

As a CTE Teacher Apprentice, you will play a vital role in preparing students for success in their chosen career paths by assisting in the development and implementation of Career and Technical Education (CTE) programs. While actively working toward your bachelor's degree and teacher certification, you will gain hands-on experience in guiding students through career-focused learning, technical skill development, and real-world applications. This position is ideal for individuals passionate about career education and eager to contribute to the launch of CTE programs in a growing charter school.

KEY RESPONSIBILITIES

- Assist in the implementation of
- Support students in developing technical skills, problem-solving abilities, and career readiness.
- Help set up, organize, and maintain CTE labs, equipment, and learning resources to ensure a safe and engaging environment. Research industry trends, certifications, and workforce demands to contribute to the development of new CTE programs.
- Collaborate with school leadership to identify potential career pathways and credentialing opportunities for students.
- Provide one-on-one and small-group instruction under the guidance of experienced educators.
- Supervise students during lab activities, ensuring safety procedures are followed.
- Participate in professional development, mentorship, and training to prepare for future teaching responsibilities.

- Assist in building relationships with local businesses, colleges, and industry professionals to establish internships, guest speakers, and real-world learning opportunities.
- Perform other duties as assigned to gain experience in classroom management, instructional strategies, and industry-specific teaching practices. Maintain accurate and confidential student records in accordance with school policies and state regulations.
- Stay current with educational trends, resources, and best practices to enhance the academic counseling program.
- Advocate for students' needs and work to create an inclusive and supportive school culture.
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- Other duties as assigned.

QUALIFICATIONS & SKILLS

- Actively enrolled in a bachelor's degree program with a focus on CTE education, workforce development, or CTE-related field (e.g., technology, business, healthcare, engineering, trades, etc.).
- Industry experience or certifications in a related industry field preferred.
- Passion for career and technical education and a desire to help students explore career pathways
- Experience working with students or in a training/mentorship role.
- Familiarity with industry tools, safety protocols, and hands-on instructional methods a bonus.
- Excellent communication, interpersonal, and organizational skills.
- Ability to work collaboratively with students, parents, teachers, and administrators.
- Proficiency in using counseling software and technology to support student success.
- Commitment to fostering a protective and nurturing learning environment.

● **ADDITIONAL INFORMATION**

Pathway Academy does not discriminate on the basis of race, color, national origin, age, sex or disability, in admission or access to, or treatment of employment in its programs and activities.

This job description is not an employment agreement or contract and does not alter your status as an at-will employee. The foregoing statements describe the general purpose and level of work assigned to



this position; they are not necessarily an exhaustive list of all responsibilities, duties or skills that may be required. Pathway Academy reserves the right to revise this job description at any time without notice.