

**BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL**

3300 Chester Avenue  
Bethlehem, PA 18020

**JOB POSTING ANNOUNCEMENT**

POSITION: **Veterinary Sciences Instructor**

START DATE: 2026-2027 school year (school begins in August)

QUALIFICATIONS: Minimum of 4 years industry work experience or 2 years with a Bachelor's degree; Valid PA Vocational I or II Certification preferred or ability to obtain teacher certifications.

COMPENSATION: Professional Staff Salary Schedule  
Professional Employee Benefit Package

DEADLINE FOR APPLICATION: Wednesday, April 15, 2026 by 3:00 pm or until the position is filled.

*We support an inclusive workplace and value diversity.  
Applications from minority groups are encouraged.*

**Forward letters of interest, application and resume to:**

Janelle Schaeffer, Supervisor  
Bethlehem AVTS  
3300 Chester Avenue  
Bethlehem, PA 18020

*The Bethlehem Area Vocational-Technical School does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries may be directed to the Bethlehem Area Vocational-Technical School's Title IX Coordinator or the Section 504 Coordinator at 3300 Chester Ave., Bethlehem, PA 18020. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 and the Pennsylvania Human Relations Act. Information relative to special accommodation, grievance procedure, and the designated responsible official for compliance with Title VI, Title IX, and Section 504 may be obtained by contacting the School.*

**BETHLEHEM AVTS IS AN EQUAL OPPORTUNITY EMPLOYER**

Posted: April 1, 2026

Posting expires: April 7, 2026

# BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

## Job Description

Position Title: **Career and Technical Instructor**  
Work Unit: Professional Staff  
Reports to: Executive Director, Principal, or Supervisor, as assigned

### **GENERAL POSITION REQUIREMENTS**

***Education/Certification:*** Possesses or willing to obtain proper Pennsylvania Department of Education Emergency, Intern, Vocational I or II Certification; Current (within 1 year) Federal and State Criminal History and Child Abuse Background Clearances

***Experience:*** Minimum of four years of documented work experience required;

***Machinery & Equipment:*** Program/trade specific, computer, telephone, copy machine.

***Other (Skills):*** Microsoft Office, Program or trade specific software

### **PRIMARY DUTIES AND RESPONSIBILITIES**

#### **INSTRUCTIONAL**

- Implements the educational program within the philosophy and policies approved by the Joint Committee and the guidelines established by the Executive Director.
- Develops, revises, and implements the curriculum as it pertains to each instructional area in accordance with established guidelines and format.
- Develops, revises, and implements instructional activities and materials to support the curriculum.
- Utilizes a diversity of instructional delivery methods in order to motivate students and promote learning.
- Instructs students in the knowledge and skills required in a specific occupation or occupational field, using systematic plan of lectures, discussions, audio-visual presentations, laboratory, shop, and field trips.
- Maintains daily attendance records and record student progress through an approved grade book procedure. Communicates student progress to parents/guardians.
- Prepares lesson plans weekly and provide lesson plans for short-term substitutes.
- Maintains and posts instructional plans/objectives daily.
- Plans and supervises class projects, field trips and speakers or other experiential activities and guide students in learning from those activities.
- Designs instruction and provides opportunities for students to develop safety practices, professionalism, and positive work ethics.
- Reads and follows assigned students' Individualized Education Programs (IEP's). Adapt instruction for students with special needs and reports mid-quarter progress of Individualized Education Program (IEP) students to the Special Education Coordinator.
- Integrates academic standards into the career and technical program content.

**Position Title:****Career and Technical Instructor**

- Develops and promotes student leadership and citizenship through the integration of vocational student organization activities into the curriculum.
- Supervises assigned students at all times.
- Completes required paperwork for secondary education programs.
- Applies the BAVTS discipline policy to classroom situations and encourages appropriate student behavior.
- Mentors, monitors, and refers students to learning support personnel and/or guidance office.

**SAFETY**

- Follows basic first aid procedures as necessary.
- Provides and maintains a well-organized, safe learning environment.
- Implements and maintains a preventative safety program in lab and classroom areas consistent with industry standards. Involve students in safety program.
- Maintains instructional equipment and provide for repair as needed.

**PROFESSIONALISM**

- Maintains a professional attitude and appearance.
- Models professional, ethical, and appropriate work behavior.
- Uses professional judgment to provide and maintain an educational environment conducive to learning.
- Creates a classroom culture of high expectations for all students through effective classroom management, instructional delivery, and assessment practices.
- Supports efforts of the sending school districts and the Bureau of Career and Technical Education by implementing pre-standardized testing strategies, to positively affect PSSA and NOCTI testing results.
- Attends staff meetings and serve on committees as required.
- Performs hall, cafeteria, bus and other duties as assigned.

**BUDGET/FINANCIAL**

- Implements sound fiscal procedures within the instructional area in accordance with approved financial parameters and complete budget sheets as requested.
- Selects, orders, stores, issues, and inventories classroom equipment, materials and supplies.
- Prepares and submits report, information, budgets, and inventory as required.

**PROFESSIONAL DEVELOPMENT**

- Attains and maintains teacher credentials as required by Pennsylvania Department of Education.
- Maintain industry recognized credentials and/or certification including participation in technical seminars, workshops, and classes that are related to the occupation.
- Participates in activities to keep abreast of advances in technology, curriculum, and instructional delivery techniques.
- Collaborates with other teachers and administrators in the development, evaluation, and revision of program.

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**BUSINESS/INDUSTRY RELATIONS**

- Maintains and conducts Occupational Advisory Committee meetings at least twice annually to seek recommendations for curriculum program improvements, safety, and equipment.
- Provides job placement information and assistance as requested by the School-to-Career Office.

**PHYSICAL REQUIREMENTS OF THE JOB**

<b><i>Work Environment:</i></b>	The employee occasionally works near moving mechanical parts, such as trade-specific equipment. The employee may occasionally work outdoors when simulating the real-world work environment. Most environments are not air-conditioned nor do they provide access to windows. The noise level is usually moderate to loud, including interruptions from phones, visitors, other employees, students, and supervisors.
<b><i>Language Skills:</i></b>	Ability to read, analyze and interpret general business and technical periodicals, professional journals, technical procedures or governmental regulations; ability to effectively present information in small or large groups or individualized instruction; ability to write reports, take attendance and perform other customary paperwork associated with secondary education; ability to respond to questions from individuals, groups, parents, the general public or other stakeholder groups; ability to speak clearly.
<b><i>Mathematics Skills:</i></b>	Ability to work with mathematical concepts (fractions, ratios, proportions, percentages, etc.) in order to compute student grades and to perform trade-specific calculations.
<b><i>Computer Skills:</i></b>	Ability to use computer technology for grading, attendance, e-mail, software applications, internet and other educational activities as required by the Administration.
<b><i>Reasoning Skills:</i></b>	Ability to apply principles of logical thinking to a wide range of intellectual and practical problems related to secondary students, the world of work and public education issues; ability to deal with a variety of abstract and concrete variables; ability to demonstrate prudent judgment.

**Position Title:** Career and Technical Instructor

**Physical Requirements:**

MEASURED IN TERMS OF FREQUENCY

Not At All  
0%

Occasionally  
1 – 33%

Frequently  
24 – 66%

Constantly  
67 – 100%

LIFTING

Up to 10 lbs.	Frequently
11 to 20 lbs.	Frequently
Beyond 20 lbs.	Occasionally

BODY MOVEMENTS

Bend/Stoop	Frequently
Climb	Frequently
Kneel	Frequently
Push	Frequently
Pull	Frequently
Twist	Frequently
Stand	Frequently
Sit	Frequently
Walk	Frequently

**TERMS OF EMPLOYMENT**

Salary, Terms, Benefits, and Length of Work Year in accordance with the current Collective Bargaining Agreement.