

TITLE: **Career and Technical Education Industrial Teacher**

QUALIFICATIONS:

1. Has completed a State Board of Education approved program.
-or-
Demonstrated a specified Career and Technical Education competence to the satisfaction of the Superintendent of Schools, in consultation with the Career and Technical Education Director
-and-
Have at least four years of recent successful full-time working experience in the area for which the candidate may be employed and establish an Individualized Professional Development Plan.
-or-
Have completed a State Board of Education approved two-year Career and Technical Education program **and** have at least two years of recent successful full-time working experience in the area for which the candidate may be employed, **and** establish an Individualized Professional Development Plan.
2. Other qualifications as may be deemed essential for successful performance in the position.

REPORTS TO: Career and Technical Education Director

SUPERVISES: Specialists, as required

JOB GOAL: To develop in each pupil an insight and understanding of industry and its place in our society; to discover and develop talents of pupils in the technical fields; to develop practical problem-solving skills related to the materials and processes of the industry; to develop in each pupil skill in the safe use of tools and machines.

PERFORMANCE RESPONSIBILITIES:

1. Teaches skills and knowledge in one or more courses in auto mechanics, drafting, electricity, electronics, metals, machine shop, graphic arts, photography, woodworking, power mechanics, or general shop to secondary pupils, utilizing course of study adopted by the Board of Education and other appropriate learning activities.
2. Instructs pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
3. Develops lesson plans and organizes class time so that preparation, instruction, shop work, and clean-up activities can be accomplished within the allotted time.
4. Demonstrates industrial materials, equipment, tools and processes, using standard or teacher-prepared models, mock-ups, sketches, and other instructional aids.
5. Guides pupils in selection of appropriate elective projects or experiments.
6. Maintains a record of student attendance which can be audited and makes daily reports of students absent each period. Assigns citizenship and scholarship marks.
7. Instructs pupils in use of eye protection and safety guards, and in the use, care, and safe operation of tools, machines, and equipment.
8. Maintains control of storage and use of school-owned property. Makes minor adjustments and requests repairs to tools and equipment as required.
9. Establishes and maintains standards of pupil conduct needed to provide an orderly, safe, and productive environment in an activity-type classroom with many potential hazards.
10. Keeps informed of the industrial community's job entry requirements and instructs pupils in the rudiments of getting and retaining these jobs.

11. Evaluates each pupil's performance, knowledge, and skills.
12. Selects and requisitions instructional aids and equipment; maintains required inventory records; makes purchases as authorized.
13. Communicates with parents and school counselors on the individual pupil's progress.
14. Identifies pupil needs, and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
15. Maintains professional competence through in-service education activities provided by the district and self-selected professional growth activities.
16. Supervises pupils in out-of-classroom activities during the assigned working day.
17. Participates in curriculum and other developmental programs. Works with the Citizens Advisory Committees in development of specific CTE programs. This committee must meet twice each year and minutes of each meeting must be kept on file.
18. Participates in faculty committees and the sponsorship of student activities.
19. Performs such other tasks and assumes such other responsibilities as the Career and Technical Education Director may assign from time to time.

TERMS OF EMPLOYMENT: Salary and other terms and conditions of employment shall be governed by negotiated contract with extended service as approved by the School Board.

EVALUATION: Performance in this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

ADOPTED: August 13, 1992 School Board Meeting.

AMENDED: June 8, 2006 School Board Meeting.