IMPERIAL UNIFIED SCHOOL DISTRICT

**CLASSROOM TEACHER - INDUSTRIAL & VOCATIONAL EDUCATION 9-12**

**Brief Description of Position**:

As part of a secondary teaching assignment, teaches one or more classes in the field of industrial/vocational education to pupils in grades 9-12; assists in other school programs as assigned by the site administrator and the District Superintendent.

**Major Duties and Responsibilities**:

1. Teaches skills and knowledge in one or more courses in Agriculture/Farm Shop, 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, basic communication skills, and other general elements of the course of study common to all teachers, as 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 aides.

5. Guides pupils in selection of appropriate elective projects or experiments.

6. Provides individual and small group instruction in order to adapt the curriculum to the needs of pupils with widely varying intelligence and manual skill levels, and in order to accommodate the variety of projects and experiments worked on simultaneously.

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 surveillance over storage and use of school-owned materials, equipment, and tools to prevent loss or abuse. Makes minor adjustment and requests repairs to tools and equipment as required.

9. Established 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. Maintains contact with industrial community to keep in touch with job entry requirements. Instructs pupils in importance of accuracy, individual resourcefulness, and good work habits in obtaining and retaining jobs in industry.

11. Maintains a comfortable room environment by control of materials storage, lighting, heating, and ventilation to the extent possible.

12. Evaluates each pupil's performance, knowledge, and skills in course being taught and prepares progress reports.

13. Selects and requisitions books, instructional aids, equipment, tools, and materials, and maintains required inventory records. Makes purchases of shop materials, supplies, and parts as required, working under established budget and procedures.

14. Maintains professional competence through participation in in-service education activities provided by the district and/or in self-selected professional growth activities.

**Other Duties and Responsibilities**:

1. Communicates with parents and school counselors on the individual pupil's progress.

2. Identifies pupil needs, and cooperates with other professional staff member in assessing and helping pupils solve health, attitude, and learning problems.

3. Participates in curriculum and other developmental programs within school of assignment and/or on district level. May work with Citizens Advisory Committees in development of specific vocational education programs. May work under modular or flexible scheduling plans.

4. Performs basic attendance reporting and business services as required.

5. Shares in the sponsorship of student activities and participates in faculty committees.

6. May plan and coordinate the work of aides, teacher assistants, or other para-professionals.

**Supervision Exercised or Received**:

Under the immediate direction of the site administrator.

POSITION QUALIFICATIONS

**Minimum Qualifications**:

**Credential**: General Junior High (Grades 7-9 only), General Secondary, Special Secondary--Industrial Arts-Agriculture, Standard Secondary (issued on a partial fulfillment basis), Standard Designated Subjects--Vocational Trade and Technical Teaching (Grades 9-12 only).

**Education**: Bachelor's Degree with industrial arts or agricultural major or minor, including all courses needed to meet credential requirements.

**Experience**: Practice teaching (6 semester hours or 120 clock hours) or two years of full-time teaching experience, at least half in industrial education. For Vocational - three years experience in field.

**Personal Qualities**: Appearance, grooming, and personality which establish a desirable example for pupils. Ability to meet district standards for physical and mental health. Better than average recommendations from student teaching supervisors or other professionals who have observed the personal characteristics, scholastic attainment, and classroom performance of the teacher. Skill and dexterity in working with tools, materials and machines.

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Employee Signature Date: