

**CATEC
POSITION DESCRIPTION**

JOB TITLE: Carpentry & Electricity Teacher – Full Time	LOCATION: CATEC
	JOB CLASS CODE:
IMMEDIATE SUPERVISOR: Director – CATEC	PAY GRADE: Teacher
	FLSA STATUS: Exempt

GENERAL DEFINITION OF WORK

Performs instructional duties, in appropriate academic disciplines, to high school students enrolled in the **Carpentry & Electricity** curriculum at a Career and Technical Education Center. Central to the program is the management and conduct of a classroom and practical laboratory for teaching the related skills to high school students.

ESSENTIAL FUNCTIONS

The minimum performance expectations include, but are not limited to, the following actions:

- Meets and instructs the students(s) in the locations and at the time designated;
- Develops and maintains the physical environment of the classroom and lab that is conducive to effective learning within the limits of resources provided by the system;
- Prepares for classes assigned and shows evidence of preparation upon request of the immediate supervisor;
- Integrates the use of technology and academic skills in the development of technical skills;
- Maintains and integrates current occupational competencies;
- Encourages students to set and maintain high standards of classroom behavior;

Provides an effective program of instruction to include:

- Utilizes a variety of Instructional skills;
- Demonstrates knowledge of child growth and development;
- Utilizes materials and resources in accordance with the adopted curriculum and consistent with the physical limitations of the location provided;
- Demonstrates mastery of content area;
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities;
- Documents and submits student progress, grades, attendance, and completion of competencies following policies and practices;
- Maintains and upholds school policies and procedures;
- Maintains records as required by law, system policy, and administrative regulations;
- Assists in upholding and enforcing school rules and administrative regulations;
- Makes provision for being available to students and parents for education-related purposes within contractual commitments;
- Attends and participates in faculty and department meetings;
- Cooperates with other members of the staff in planning instructional goals, objectives, and methods;
- Assists in the selection of books, equipment, and other instructional materials;
- Works to establish and maintain open lines of communication with students, parents, and colleagues concerning both the academic and behavioral progress of all students;
- Establishes and maintains cooperative professional relations with others;
- Assists students in the development of student portfolios;
- Performs related duties as assigned by the administration in accordance with the school/system policies and practices.
- Provides an effective, up-to-date learning laboratory;
- Maintains inventory of equipment and instructional supplies;
- Develops effective working relationship and advisory committee with local businesses;
- Orders, sets-up, maintain, and monitor use of equipment and material;
- Maintains a clean and organized work environment.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of managing a Carpentry and Electricity classroom and curriculum to include the basic skills and knowledge to begin work in these two fields. These two courses will teach all the basic skills of the following trade areas: carpentry and residential wiring. Blueprint reading and drawing are introduced at the beginning of the course. The latter part of the course focuses on carpentry from framing to the finishing trim and roofing. Residential wiring emphasizes the basics of wiring a house and the National Electrical Code. All aspects of residential construction from project planning, purchasing material to code compliance are taught. Emphasis will be placed on proper employability skills and attitude throughout the course.

An ideal candidate would have the following:

- 3 - 5 years of experience/desire to work with high school aged students
- Willingness to be flexible and adapt to change
- Enthusiasm for the teaching profession
- Ability to take initiative and maintain control of the classroom.
- Thorough knowledge of instructional methods and presentation strategies for high school student learners.
- Ability to create a classroom/laboratory that fosters mutual respect with students and an exciting, positive, project-based learning environment.
- Ability to coordinate and support regular student competitions, work-study, and internship experiences with community partners for students.
- Communication skills appropriate for interaction with fellow teachers, assistant teachers, CATEC staff, parents, and the community.
- Ability to collaborate with local businesses to build and maintain a program advisory council.

EDUCATION AND EXPERIENCE

Candidates must hold, be eligible for, or be willing to obtain a Technical Professional licensure with endorsement in applicable subject areas. To qualify for the provisional/Technical Professional License, the applicant must meet the following endorsement requirements for both Carpentry and Electricity:

- Minimum of a high school degree or GED
- The Carpentry endorsement requirements are: an OSHA certification and two years or 4,000 clock hours of occupational experience in Carpentry within the last five years. A VDOE Industry Credential will also be necessary.
- The Electricity endorsement requirements are: DPOR Journeyman's Card, OSHA certification, and two years or 4,000 clock hours of occupational experience in Electricity within the last five years.
- 5+ years of significant experience in both Carpentry and Electricity preferred to qualify to teach both as dual-enrollment courses
- Current OSHA certification (Construction Trainer Card)

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS:

Duties performed typically in school settings to include: classroom, technical lab, business site off campus. Frequent walking, standing, light lifting, up to 40 pounds, and other limited physical activities are required. Occasional travel with students on field trips may be necessary. (Occasional movement of students by wheelchairs and other mechanical devices may be required.) Regular Instruction to special needs children may be necessary. Occasional lifting of equipment such as audio-visuals weighing up to 50 pounds may be required. Daily personal and close contact with students to provide classroom management and learning environment support is required. Regular contact with other staff members and parents is required. Regular contact with area businesses and employers is required. Frequent contact with parents by phone and in person is necessary.

EVALUATION

Performance will be evaluated on the ability and effectiveness in carrying out the above responsibilities.

Date Revised: 06_2021