

PINON UNIFIED SCHOOL DISTRICT NO. 4

JOB DESCRIPTION

Position Title: CTE– Industrial Education

Terms of Employment: 10 months

Salary: As Per District Salary Schedule

FLSA Status: Exempt

Benefits: Standard Package

QUALIFICATIONS:

1. Certified according to Arizona State Department of Education requirements.
2. Degree(s) required in area of major study.
3. Must have proven successful employment record.

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 process of industry; to develop skills in each pupil in the safe use of tools and machines.

DUTIES AND RESPONSIBILITIES:

1. Teaches skills and knowledge in one or more course in auto mechanics, drafting, electricity, electronics, metals, machine shop, graphic arts, photography, woodworking, power mechanics, or general shop to secondary pupils, utilizing the 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 an auditable record of student attendance 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 equipments as required.
9. Establishes and maintains standards of pupils 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 and makes purchases as authorized.
13. Maintains professional competence through in-service educational activities.
14. Communicates with parents and school counselors on the individual pupil's progress.
15. Identifies pupils' needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude and learning problems.
16. Supervises pupils in out-of-classroom activities during the assigned working day.
17. Participates in curriculum and other development programs. May work with Citizens Advisory Committees in the development of specific vocational educational program.
18. Participates in faculty committees and the sponsorship of student activities.
19. Performs other duties as assigned.

REPORTS TO: Principal

EVALUATION: Performance will be evaluated in accordance with the Governing Board Policy on Evaluation of Support Services Personnel.

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Employee's Signature: _____

Date: _____