

SCHOOL DISTRICT OF WAKULLA COUNTY

CARPENTRY TEACHER

JOB DESCRIPTION

QUALIFICATIONS:

- (1) A Bachelor's Degree in "a specific field of study" or a related field of study determined by the course(s) taught with corresponding State of Florida teacher certification in the field of study; OR
- (2) A valid certificate, or registration, or license issued by a recognized state or national credential agency in the area of study for the course/program to be taught; OR
- (3) A certificate of satisfactory completion of an apprenticeship as established by the United States Department of Labor in the area of study for the course/program to be taught; OR
- (4) Documented minimum 6 years with at least 2 reference letters reflecting last 5 years of "successful" occupational experiences in the area of study for the course/program to be taught.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the prescribed curriculum and Florida Department of Education student performance standards for the assigned course. Knowledge of learning styles and skill in using varied teaching methods to address student learning styles. Skill in oral and written communication with students, and others. Ability to plan and implement activities for maximum effectiveness. Ability to effectively assess levels of student achievement, analyze test results and ascertain mastery of skills and/or prescribe actions for improvement. Ability to maintain appropriate supervision so that students have a safe orderly environment in which to learn. Ability to work effectively with peers, administrative and others.

REPORTS TO:

Principal

JOB GOAL

To provide an educational atmosphere in which adult or young adult students will move toward the fulfillment of their intellectual and vocational potential in accordance with District philosophy, goals, and objectives. To develop competencies essential to the carpentry and cabinet making industry. These competencies relate to safety practices, utilization of tools and equipment, identification of building materials, fasteners and hardware, basic math, communication and blueprint reading.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Planning/Preparation

- (5) Create or select short and long range plans based on a review of district and state curriculum priorities, student profiles, instructional priorities, and student needs.
- (6) Define goals and objectives for the course.
- (7) Sequence content and activities appropriately.

CARPENTRY TEACHER (Continued)

- (8) Identify specific intended learning outcomes which are challenging, meaningful, and measurable.
- (9) Plan and prepare a variety of learning activities consistent with the course objectives.
- (10) Develop or select instructional activities which foster active involvement of students in the learning process.
- (11) Plan and prepare lessons and instructional strategies.
- (12) Select, develop, modify, and/or adapt materials and resources which support learning objectives and address students' varying learning styles, backgrounds, and special needs.

Classroom Management

- (13) Establish and maintain a positive, organized, and safe learning environment,
- (14) Provide a positive environment in which students are encouraged to be actively engaged in the learning process.
- (15) Maintain a clean attractive learning environment.
- (16) Maintain academic focus by using a variety of motivational techniques.
- (17) Manage time, materials and equipment effectively.
- (18) Establish and use behavior management techniques which are appropriate and effective.
- (19) Establish routines and procedures consistent with the course objectives and length.
- (20) Create a learning climate that is challenging yet non-threatening.
- (21) Maintain instructional momentum with smooth and efficient transitions from one activity to another.

Assessment/Evaluation

- (22) Establish appropriate testing environment and ensure test security.
- (23) Establish and maintain effective and efficient record keeping procedures.
- (24) Assist in enforcement of school rules, administrative regulations, and Board Policy.
- (25) Interpret and use data (including but not limited to standardized and other test results) for diagnosis, instructional planning, and program evaluation.
- (26) Use on-going assessment to monitor student progress, verify that learning is occurring, and adjust curriculum and instruction.
- (27) Provide feedback to students about the appropriateness of responses and quality of work with a focus on improving student performance.
- (28) Communicate, in understandable terms, individual student progress knowledgeably and responsibly to the students and professional colleagues who need access to the information.
- (29) Encourage self-assessment by students and assist them in developing plans for improving their performance.
- (30) Administer standardized tests in accordance with directions provided, including proctoring and secure handling of materials.
- (31) Evaluate the effectiveness of instructional units and teaching strategies.
- (32) Assist students in accessing, interpreting, and evaluating information from multiple sources.

Direct Instruction

- (33) Demonstrate knowledge and understanding of curriculum content.
- (34) Communicate high expectations for learning for all students.
- (35) Apply principles of learning and effective teaching in instructional delivery.
- (36) Monitor learning activities, providing feedback and reinforcement to students.

CARPENTRY TEACHER (Continued)

- (37) Use a variety of instructional strategies appropriate for teaching students from diverse backgrounds with different learning styles and special needs.
- (38) Demonstrate respect for diverse perspective, ideas, and options.
- (39) Accept and value students from diverse cultures and treat all students equitably.
- (40) Use appropriate techniques and strategies to enhance the application of critical, creative, and evaluative thinking capabilities of students.
- (41) Use of appropriate materials, technology, and resources to help meet learning needs of all students and course requirements.
- (42) Provide quality work for students which are focused on meaningful, relevant, and engaging learning experiences.
- (43) Provide instruction on safety procedures and proper handling of materials and equipment.
- (44) Perform other incidental tasks consistent with the goals and objectives of this position.

Technology

- (45) Use technology resources effectively.
- (46) Use technology to establish an atmosphere of active learning.
- (47) Provide students with opportunities to use technology to gather and share information.
- (48) Facilitate student access to the use of electronic resources.
- (49) Explore and evaluate new technologies and their educational impact.
- (50) Use technology to review student assessment data.
- (51) Use technology for administrative tasks.

Collaboration

- (52) Communicate effectively, orally and in writing, with other professionals, students, and community.
- (53) Collaborate with students, school staff, and other appropriate persons to assist in meeting student needs.
- (54) Work with other teachers in curriculum development, special activities, and sharing ideas and resources.

Professional Learning

- (55) Engage in continuing improvement of knowledge and skills.
- (56) Keep abreast of current trends and technology.
- (57) Conduct a personal assessment periodically to determine professional development needs.

Professional Responsibilities

- (58) Ensure that student growth/achievement is continuous and appropriate for age group, subject area, and/or student program classification.
- (59) Act in a professional and ethical manner and adhere at all times in the Code of Ethics and perform assigned duties.
- (60) Demonstrate attention to punctuality, attendance, records, and reports.
- (61) Maintain confidentiality of students and other professional information.
- (62) Comply with policies, procedures, and programs.
- (63) Recognize overt indicators of student distress or abuse and take appropriate intervention, referral, or reporting actions.

Student Growth and Achievement

- (64) Ensure that student growth and achievement are continuous and appropriate for age group, subject area, and/or student program classification.

CARPENTRY TEACHER (Continued)

- (65) Ensure that students are prepared for and work to attain state approved industry certification.

PHYSICAL REQUIREMENTS:

Medium to Heavy Work:

Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.