

NORTH KITSAP SCHOOL DISTRICT JOB DESCRIPTION

CTE ~ CAD/Drafting Instructor

Purpose of the Job

Will be responsible for the instruction of beginning and advanced students in information technology and computer aided drafting, construction and related areas.

Essential Job Functions

1. Develop and use materials which meet the course competencies and Essential Academic Learnings (EALR's) as approved by the district.
2. Work with a community advisory committee
3. Order supplies, instructional materials and equipment for the program
4. Develop and maintain a program budget following district and building guidelines
5. Plan student laboratory problems which provide students with simulated industry-type experience
6. Provide guidance and information services to students who are interested in the program.
7. Work with appropriate student/youth leadership activities
8. Assume reasonable tasks assigned by the building principal pertaining to the operation of the school
9. Work with the district's Director of Career and Technical Education to ensure certification requirements are maintained
10. Work cooperatively with a team of technology teachers in the Technology Building
11. Participate in Washington Association of Career and Technical Education (ACTE) and d Washington Technology Education Association (WTEA)
12. Safely operate, maintain and instruct on all the equipment present in the Computer Aided Design and Drafting laboratory and Manufacturing laboratory

Qualifications:

Education & Experience:

1. Washington State certification in appropriate Career and Technical Education area, or ability to be certified
2. Strong technology education background preferred

Knowledge Skills & Abilities:

3. Demonstrated skills in student leadership development
4. Ability to work closely with Career and Technical Education advisory committee
5. Interest in assisting with co-curricular activities preferred (ex: club advisor, class advisor, coach, etc.)

Licenses, Certificates & Special Requirements:

Reporting Relationship:

Reports to high school principal, and works cooperatively with Director of Career and Technical Education and community advisory committee.

Conditions of work:

Union Affiliation:

FLSA Status:

Wage Range:

Job

Job History:

Created: 5/5/05

Immediate Supervisor

Date

Director of Human Resources

Date

This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice