

RIVERSIDE UNIFIED SCHOOL DISTRICT

TITLE: CTE - Manufacturing and Product Development

WORK YEAR: 185 Days

EDUCATION AND EXPERIENCE:

Valid California Career Technical Education (CTE) Teaching Credential in the Manufacturing & Product Development industry sector.

PRIMARY FUNCTION:

Under the direct supervision of the Principal and/or Assistant Principal, the Graphic Design & Print Production Teacher (which falls in the Manufacturing and Product Development Industry Sector), will provide instruction in the basic, intermediate and advanced techniques of the print and graphic design industry; prepare students for immediate entry into the print/graphic design industry or to continue studies at post-secondary institutions; plan, develop, organize and conduct a comprehensive Graphic Design & Print Production program for secondary students; perform other related functions as required.

ESSENTIAL JOB REQUIREMENTS QUALIFICATIONS:

- Must hold or be eligible for Designated Subjects Vocational Teaching Credential; or equivalent.
- Ability to demonstrate exemplary teaching skills.
- Strong communication and interpersonal skills.
- Ability to work cooperatively and effectively with colleagues

ASSIGNED RESPONSIBILITIES:

- Teach concepts and skills in the Graphic Design & Print Production industry such as, graphic design, digital art making, visual arts elements, graphic design vocabulary and technical terminology to navigate design software.
- Develop, plan, organize and maintain effective classroom management strategies in alignment with District and School Site policies, guidelines and procedures.
- Develop, implement and monitor safety policies and procedures for all print production related activities, equipment and tools used in a print shop setting; align safety policies and procedures with District and School Site policies and procedures.
- Instruct and supervise students in the appropriate and safe use of all related tools and technology.
- Develop and maintain an organized, orderly and clean classroom and print production workshop.
- Develop effective lesson plans that follow state approved Career Technical Education (CTE) standards and develop and demonstrate industry skills and concepts using frequent hands-on activities, models, teacher-prepared instructional aids, supplies, technology, and lab experiences on and off campus.
- Utilize a variety of instructional approaches, visual aids and models to demonstrate

and teach graphic design and print industry concepts.

- Adapt the curriculum, materials and methods to develop sequential assignments that guide, challenge and meet the differentiated needs of the students.
- Responsible for the production of the school yearbook, site based student created advertising materials, and site based student created informational handouts
- Guide students in making career-related decisions and provide students with instruction on general employment skills including (but not limited to) professional skills: communication, teamwork and problem solving; and, letter of introduction and resume writing practice.
- Establish and maintain ongoing relationships with local employers to develop training and/or employment opportunities for students; set up community classroom internships with local employers; place students at worksites, monitor and document their progress; maintain required documents and records.
- Evaluate each student's progress in knowledge, concepts, application and skills in relationship to the level being taught.
- Prepare student progress reports; consistently communicate student progress to students, parents, school counselors and site administration.
- Attend and participate in faculty and District meetings as assigned.
- Maintain current professional competence of automotive industry practices and training methods through participation in District and Out-of-District professional development activities as assigned or approved by District and School Site administration.
- Recommend the purchase of tools, materials, books, instructional aids and supplies as needed; maintain required inventory records of all materials and supplies; store, secure, maintain and requisition repairs, updates and replenishment of all materials and supplies.
- Supervise students in out-of-classroom activities during the assigned working day; attend school, faculty and community activities as appropriate.
- May plan and coordinate the work of aides, teacher assistants, paraprofessionals, and student teachers.
- Perform other related duties as assigned.

Knowledge of:

- Appropriate teaching strategies
- Classroom management techniques to correct self-defeating behaviors and to support self enhancing behaviors
- Evaluation and assessment techniques and instruments
- Principles, theories, practices, methods and techniques used in curriculum development, lesson planning and classroom instruction of secondary level students
- Principles, theories, practices, methods and techniques to create a classroom environment that promotes positive secondary student conduct and motivation for secondary student learning
- Applicable sections of the State Education Code, District Policies and other applicable laws relevant to student instruction
- Current knowledge of District Policies, Municipal Codes, Environmental and Safety

- Current trends and research concerning the growth and development of secondary students
- Budget planning, preparation and oversight techniques

Ability to:

- Adapt plans and instructional delivery to meet the differentiated needs of students.
- Work independently with little direction
- Meet schedules and timelines
- Monitor students in work areas, classrooms, on school grounds and off campus for school related activities
- Maintain professional and positive relationships with students, parents, colleagues and administration
- Work in a diverse socio-economic and multicultural community
- Operate a computer and job related equipment
- Read, interpret, apply, and explain rules, regulations, policies, and procedures
- Communicate effectively both orally and in writing
- Maintain consistent, punctual and regular attendance

Physical:

- Ability to push, pull, and transport instructional and/or presentation materials
- Ability to communicate so others will clearly understand a normal conversation
- Ability to understand speech at normal levels
- Ability to bend, twist, stoop and reach
- Ability to drive a personal vehicle to conduct business

Mental:

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving skills
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication so others will clearly understand the written communication
- Ability to communicate so others will clearly understand a normal conversation
- Ability to understand speech at normal levels

Environment:

- Indoors-frequently
- Outdoors-occasionally
- Ability to work at a desk and in meetings of various configurations