

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Middle School Industrial Arts

Classification: Certificated

Reports to: Site Administrator

Range: Certificated Salary Schedule

SPECIFIC RESPONSIBILITIES

1. Teaches skills and knowledge in one or more courses in drafting, electricity, metals, woodworking or general shop to intermediate pupils, utilizing course of study adopted by the Board of Trustees and other appropriate learning activities.
2. Instructs pupils in citizenship, basic communications skills, and other general elements of the course of study common to all teachers, as 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 guides.
5. Guides pupils in selection of appropriate elective projects or experiments.
6. Provides individual and small group instruction in order to adapt the curriculum to the needs of pupils with widely varying intelligence and manual skill levels, and in order to accommodate the variety of projects and experiments worked on simultaneously.
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 surveillance over storage and use of school-owned materials, equipment, and tools to prevent loss or abuse. Makes minor adjustments and requests repairs to tools and equipment as required.
9. Establishes and maintains standards of pupil conduct needed to provide an orderly, safe and productive environment in an activity-type classroom with many potential hazards.
10. Maintains a comfortable room environment by control of materials, storage, lighting, heating, and ventilation to the extent possible.
11. Evaluates each pupil's performance, knowledge, and skills on an individual basis in course being taught and prepares progress reports.
12. Selects and requisition books, instructional aids, equipment, tools, and materials, and maintains required inventory records. Makes purchases of shop materials, supplies and parts as required, working under established budget and procedures.
13. Maintains professional competence through participation in in-service education activities provided by the district and/or in self-selected professional growth activities.
14. Communicates with parents and school counselors on the individual pupil's progress.
15. Identifies pupil 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 developmental programs within school of assignment and/or on district level. May work with Citizens Advisory Committees in development of specific vocational education programs. May work under modular or flexible scheduling plans.
18. Performs basic attendance accounting and business services as required.
19. Shares in the sponsorship of student activities and participates in faculty committees.
20. May plan and coordinate the work of aides, teacher assistants, or other para-professionals.

