



Richmond County Schools

Dr. Joe Ferrell, Superintendent
118 Vance Street, Hamlet, North Carolina 28345
Phone: 910-582-5860

POSITION: **DRAFTING**

REPORTS TO: Principal

JOB DESCRIPTION:

The Drafting Teacher is responsible for delivering high-quality instruction in drafting and design to high school students. The teacher will plan, organize, and implement instructional programs aligned with North Carolina Essential Standards for Career and Technical Education (CTE). The goal is to equip students with technical skills and knowledge in architectural and engineering drafting that support both academic and career readiness.

QUALIFICATIONS:

- High school diploma or equivalent
- Associates or Bachelor's degree in Drafting, Engineering, Architecture, or a related field (preferred)
- Valid North Carolina Teaching License in Drafting (74070)
- Experience teaching or working in a drafting-related field (preferred)
- Proficiency in Microsoft Word, Excel, and drafting software (e.g., AutoCAD)

ESSENTIAL JOB FUNCTIONS:

- Teach Drafting I, Drafting II- Architectural, and Drafting II- Engineering course aligned with NC Essential Standards
- Plan and deliver engaging lessons that promote technical skill development and critical thinking

- Create a classroom environment conducive to learning and personal growth for all students
- Maintain classroom discipline and establish clear expectations for student behavior
- Instruct students in the safe and proper use of drafting tools, software, and equipment
- Evaluate student performance and provide timely feedback through progress reports and assessments
- Maintain accurate records of student attendance, grades, and instructional materials
- Communicate regularly with parents, counselors, and school staff regarding student progress
- Participate in school-wide supervision and extracurricular activities as assigned
- Attend professional development workshops and collaborate with colleagues in PLCs
- Recommend instructional materials and managing classroom inventory and equipment
- Adapt instruction to meet the diverse learning needs and styles of students
- Perform other duties as assigned by the school principal or district administration

WORKING ENVIRONMENT:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Work in this classification is considered light physical work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. Generally, the job requires sitting, walking, and standing. This job is performed in a generally clean and healthy environment.

Employment will require extensive background check.