

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

10/04 <small>Effective Date</small>	<u>TEACHER, COMPUTER AIDED DRAFTING</u> <small>Job Title</small>	1.4.6.13A <small>Index</small>
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1. Primary Function: Instructs professional technical education classes in drafting, computer aided drafting and architectural design and supervises student activities related to the above so that students develop the skills, knowledge, and attitudes related to employment in drafting occupations.

2. Responsible to: Building Principal or Designee.

3. Assigned Responsibilities:
 - 3.01 Teaches occupational knowledge and skills in areas such as technical drafting, computer aided drafting, engineering drafting, architectural drafting, and career preparation.
 - 3.02 Cooperates with other faculty in promoting activities of a Skills USA chapter. Serves as advisor for Skills USA if assigned.
 - 3.03 Organizes and maintains an active drafting advisory committee.
 - 3.04 Coordinates the placement, supervision, and evaluation of students on internship and cooperative work experience sites as assigned.
 - 3.05 Matches activities and materials to individual and group skills and needs.
 - 3.06 Designs or selects and uses planned sequences of instruction for the development of occupational skills and knowledge.
 - 3.07 Ensures that instructional activities and materials are clearly related to District, school, program course goals and objectives.
 - 3.08 Provides instruction based on designated instructional materials or develops alternate materials in prescribed District format.
 - 3.09 Establishes and maintains an orderly and supportive classroom environment in which students are actively participating and show respect for one another and for the teacher.
 - 3.10 Maximizes time when students are paying attention and working on tasks directly related to the subject matter.
 - 3.11 Conducts interesting and well-paced classes using a variety of instructional techniques, strategies, and materials appropriate to the lesson.
 - 3.12 Makes sure students understand what to do before undertaking assignments.
 - 3.13 Assesses, keeps track of, and provides feedback promptly and often to students on their progress and assignments.
 - 3.14 Uses a grading system that is consistent, fair, and supportable.
 - 3.15 Selects and requisitions required instructional equipment, supplies, and materials.
 - 3.16 Ensures that materials and equipment are properly used, maintained and stored, and that inventory records are accurate and current.
 - 3.17 Supervises students in out-of-classroom activities as assigned.
 - 3.18 Participates cooperatively in school, area, and district-wide activities.
 - 3.19 Follows specified standards, policies, and procedures of the building and District.

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Additional Responsibilities:

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4. Minimum Qualifications:

4.01 Oregon Teaching Certificate valid for the assignment or Professional Technical Teaching License satisfying TSPC requirements for teaching professional technical courses in drafting, computer aided drafting and architectural design.

4.02 Demonstrated ability to relate positively with students, teachers, administrators, employers, parents, and the community.

4.03 Demonstrate possession of the knowledge, skills, and attitudes necessary for employment in drafting occupations.

Additional Qualifications:

4.04 Professional Technical endorsement in Engineering Technology desired.

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5. Minimum Term of Employment: Teacher Contract.

6. Salary Level: Placement on Teacher Salary Schedule.

7. Evaluation: Performance of this job will be evaluated in accordance with provisions of the School Board's policy on Evaluation of Professional Personnel.

Approved by: _____
(supervisor)

Date _____

Received by: _____
(staff member)

Date _____