

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

8/81	<u>TEACHER, INDUSTRIAL EDUCATION, HIGH SCHOOL</u>	1.4.12.2A
Effective Date	Job Title	Index

1. **Primary Function:** Instructs non-vocational high school classes in industrial education and supervises student activities related to the above so that students develop an awareness of the effects of industry on society; discover and develop individual interests, aptitudes, and abilities related to the technology of industry; are aware of industrial organization and production concepts; develop interpersonal skills; and expand their awareness of career opportunities.

2. **Responsible to:** Building Principal or Designee.

3. **Assigned Responsibilities:**

- 3.01 Teaches knowledge and skills on the topics of safety, metals, energy and power, wood, drafting, electricity/electronics, and career exploration as assigned.
- 3.02 Cooperates with other faculty in promoting activities of the Vocational Industrial Clubs of America Chapter (VICA).
- 3.03 Matches activities and materials to individual and group skills and needs.
- 3.04 Designs or selects and uses planned sequences of instruction for the development of skills and knowledge.
- 3.05 Ensures that instructional activities and materials are clearly related to District, school, program, course goals and objectives.
- 3.06 Provides instruction based on designated instructional materials or develops alternate materials in prescribed District format.
- 3.07 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.
- 3.08 Maximizes time when students are paying attention and working on tasks directly related to the subject matter.
- 3.09 Conducts interesting and well-paced classes using a variety of instructional techniques, strategies, and materials appropriate to the lesson.
- 3.10 Makes sure students understand what to do before undertaking assignments.
- 3.11 Assesses, keeps track of, and provides feedback promptly and often to students on their progress and assignments.
- 3.12 Uses a grading system that is consistent, fair, and supportable.
- 3.13 Selects and requisitions required instructional equipment, supplies, and materials.
- 3.14 Ensures that materials and equipment are properly used, maintained and stored, and that inventory records are accurate and current.
- 3.15 Supervises students in out-of-classroom activities as assigned.
- 3.16 Participates cooperatively in school, area, and district-wide activities.
- 3.17 Follows specified standards, policies, and procedures of the building and District.

Additional Responsibilities:

- 3.18
- 3.19
- 3.20

4. Minimum Qualifications:

- 4.01 Oregon Teaching Certificate valid for the assignment.
- 4.02 Demonstrated ability to relate positively with students, teachers, administrators, parents, and the community.

Additional Qualifications:

- 4.03
- 4.04
- 4.05

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: _____ Date _____
(supervisor)

Received by: _____ Date _____
(staff member)