CHICO UNIFIED SCHOOL DISTRICT
1163 East Seventh Street
Chico, California 95928
(530) 891-3000, Ext. 142

JOB DESCRIPTION
SECONDARY CLASSROOM TEACHER - INDUSTRIAL EDUCATION

Brief Description of Position
Teaches one or more classes in the field of industrial education to students in grades 7-12; assists in other school programs as assigned.

Major Duties and Responsibilities
1. Teaches skills and knowledge in one or more courses in auto mechanics, drafting, electricity, electronics, metals, machine shop, graphic arts, photography, woodworking, power mechanics, industrial technology, career guidance, or general shop to secondary students, utilizing the course(s) of study adopted by the Board of Education.
2. Instructs students in citizenship, basic communication 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 cleanup 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 aids.
5. Guides students 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 students with widely varying intelligence and manual skill levels and in order to accommodate the variety of projects and experiments worked on simultaneously.
7. Instructs students 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 and student-owned materials, equipment and tools to prevent loss or abuse. Makes minor adjustments and repairs and requests repairs to tools and equipment that cannot be repaired by the instructor.
9. Establishes and maintains standards of student conduct needed to provide an orderly, safe and productive environment in an activity-type classroom with many potential hazards.
10. Maintains contact with the industrial community to keep in touch with job entry requirements. Instructs students in importance of accuracy, individual resourcefulness and good work habit in obtaining and retaining jobs in industry.
11. Maintains a comfortable room environment by control of material storage, lighting, heating and ventilation to the extent possible.
12. Evaluates each student’s performance, knowledge and skills in course being taught and prepares progress reports.
Job Description - Secondary Industrial Education Teacher

13. Selects and requisitions 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 ad procedures.
14. Maintains professional competence through participation in inservice education activities provided by the District and/or in self-selected professional growth activities.

Other Duties and Responsibilities
1. Communicates with parents and school counselors on the individual student's progress.
2. Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude and learning problems.
3. Supervises students in out-of-classroom activities during the assigned working day.
4. Participates in curriculum and other developmental programs within the school of assignment and/or on District level. May work with citizens advisory committees in development of specific vocational educational programs.
5. Performs basic attendance accounting and business services as required.
6. Shares in the sponsorship of student activities and participates in faculty committees.
7. May plan and coordinate the work of aides, teacher assistants or other paraprofessionals.

Supervision Exercised or Received
Under the immediate direction of the site administrator/designee.

POSITION QUALIFICATIONS

Minimum Qualifications
1. Credential  Any valid credential issued by the State of California to perform the services of a teacher in the subject area in grades 7-12; a Designated Subjects-Vocational Trade and Technical Teaching Credential is preferred.
2. Education  Bachelor's degree, including all courses needed to meet credential requirements; major or minor in subject area preferred.
3. Personal Qualities  Appearance, grooming, and personality which establish a desirable example for students. Ability to meet District standards for physical and mental health. Better than average recommendations from student teaching supervisors or other professionals who have observed the personal characteristics, scholastic attainment, and classroom performance of the teacher. Skill and dexterity in working with tools, materials and machines.

Goals of Effective Performance
To develop in each student an insight and understanding of industry and its place in our society; to discover and develop talents of students in the technical fields; to develop practical problem-solving skills related to materials and processes of industry; to develop in each student skill in the safe use of tools and machines; to establish good relationships with parents, potential employers of students, and other staff members.

August 1990