

OXNARD UNION HIGH SCHOOL DISTRICT

TEACHER - INDUSTRIAL EDUCATION

BRIEF DESCRIPTION OF POSITION:

As part of a secondary teaching assignment, teaches one or more classes in the field of industrial education to pupils in grades 9 - 12, and 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, or general shop to secondary pupils, utilizing courses of study adopted by the Board of Education 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 aids.
5. Guides pupils in selection of appropriate elective projects or experiments.
6. Provides individualized 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 such items as school-owned materials, equipment, and tools to prevent loss and abuse. Makes minor adjustments and requests repairs to tools and equipment as required.
9. Establishes and maintains standards of pupil behavior needed to provide an orderly, safe and productive environment in the activity-type classroom with many potential hazards.

MAJOR DUTIES AND RESPONSIBILITIES: (continued)

10. Maintains contact with industrial community to keep in touch with job entry requirements. Instructs pupils in importance of accuracy, individual resourcefulness, and good work habits in obtaining and retaining jobs in industry.
11. Maintains a comfortable room environment by control and materials storage, lighting, heating, and ventilation to the extent possible.
12. Evaluates each pupil's performance, knowledge, and skills in course being taught and prepares progress reports.
13. Selects and requisitions books, instructional aids, equipment, tools, and maintains required inventory records. Makes purchases of shop materials, supplies, and parts as required, working under established budget and 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 pupil's progress.
2. Identifies pupil needs, and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
3. Supervises pupils 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 a district level. May work with Citizens Advisory Committees in development in 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.
8. May plan and coordinate the work of student tutors and Paraeducators.

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print and for depth perception; use hands and fingers to perform tasks; speak clearly and hear well enough to communicate effectively.

SUPERVISION EXERCISED OR RECEIVED:

Under the immediate direction of the site administrator