Teacher - High School Industrial Arts/Voc

Purpose Statement
The job of Teacher - High School Industrial Arts/Voc is done for the purpose/s of providing support to the instructional process by serving as a teacher with specific responsibility for supervising students within the classroom and other assigned areas; developing lesson plans and delivering group an individual student instruction within established curriculum guidelines; collaborating with other teachers, other professional staff, and administrators in addressing instructional and/or classroom issues; and responding to a wide range of inquiries from students’ parents or guardians regarding instructional program and student progress.

This job reports to Principal - High School

Essential Functions
• Administers subject specific assessments for the purpose of assessing student competency levels and/or developing individual learning plans.

• Advises parents and/or legal guardians of student progress for the purpose of communicating expectations; student's achievements; developing methods for improvement and/or reinforcing classroom goals in the home environment.

• Assesses student progress towards objectives, expectations, and/or goals for the purpose of providing feedback to students, parents and administration.

• Collaborates with instructional staff, other school personnel, parents and a variety of community resources for the purpose of improving the overall quality of student outcomes, achieving established classroom objectives in support of the school improvement plan.

• Counsels students for the purpose of improving performance, problem solving techniques and a variety of academic issues.

• Demonstrates methods required to perform classroom and/or subject specific assignments for the purpose of providing an effective program that addressing individual student requirements.

• Directs assistant teachers, student teachers, instructional assistants, volunteers and/or student workers for the purpose of providing an effective classroom program and addressing the needs of individual students.

• Instructs students for the purpose of improving their success in academics through a defined course of study including wood arts, small engines, auto body and shop.

• Manages student behavior for the purpose of providing a safe and optimal learning environment.

• Monitors students in a variety of educational environments (e.g. classroom, field trips, etc.) for the purpose of providing a safe and positive learning environment.

• Participates in a variety of meetings for the purpose of conveying and/or gathering information required to perform functions.

• Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

• Prepares a variety of written materials (e.g. grades, attendance, anecdotal records, etc.) for the purpose of documenting student progress and meeting mandated requirements.
• Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to Education Code and school policies.

• Responds to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.

• Responds to inquires from a variety of sources (e.g. other teachers, parents, administrators, etc.) for the purpose of resolving issues, providing information and/or direction.

• Supports classroom teachers for the purpose of assisting them in the implementation of established curriculum and/or individual student plans.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.; planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age appropriate activities; lesson plan requirements; and behavioral management strategies; current and emerging technology; safety practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; exhibiting tact and patience; and working flexible hours.; displaying mechanical aptitude; meeting deadlines and schedules.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization’s services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 35% walking, and 45% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

**Experience:** Job related experience is required.

**Education:** Bachelors degree in job-related area.

**Equivalency:**

**Required Testing:**

**Certificates and Licenses**

Appropriate Teaching Endorsement
Meet Federal Highly Qualified Teacher Standards
Valid Driver’s License & Evidence of Insurability

**Continuing Educ. / Training:**

BA, BS degree in related area with increasing levels of job-related experience may substitute for MA Degree.

**Clearances**

Criminal Justice Fingerprint/Background Clearance
Valid Washington State Driver’s License & Evidence of
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