

**FRESNO UNIFIED SCHOOL DISTRICT  
POSITION DESCRIPTION**

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<b>TITLE:</b>	Teacher, Industrial Arts Education, Secondary	<b>REPORTS TO:</b>	Principal
<b>DEPARTMENT</b>	School Site	<b>CLASSIFICATION:</b>	Certificated
<b>WORK YEAR:</b>	183 Days	<b>SALARY:</b>	Regular Teacher Salary

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**MINIMUM QUALIFICATIONS:**

California credential authorizing instruction of industrial arts education at the secondary level.

**KNOWLEDGE AND ABILITIES:**

Knowledge of and ability to implement the subject matter, philosophical, social, and educational concepts relative to the duties and responsibilities listed on this job description.

**DUTIES AND RESPONSIBILITIES:**

As a Director of Learning

1. Teach knowledge and skills in one or more industrial arts education courses approved by the Board of Education
  2. Develop lesson plans and organize class time so that preparation, instruction, shop work, and clean-up activities can be accomplished within the allotted time
  3. Select and requisition books, instructional aids, equipment, tools and materials, and maintain required inventory records; make purchases of shop materials, supplies, and parts as required, working under established budget and procedures
  4. Evaluate each pupil's performance, knowledge, and skills in the course being taught and prepare progress reports
  5. Provide individual and small group instruction in order to adequately meet varying student needs
  6. Demonstrate industrial materials, equipment, tools and processes, using standard or teacher-prepared models, mock-ups, sketches, and any other instructional aids
  7. Instruct students in use, care, and safe operation of tools and equipment
  8. Supervise storage and economical use of District-owned materials, tools, and equipment to prevent loss or abuse
  9. Encourage development of vocational interests and profitable use of leisure time
- Relationships
1. Establish and maintain standards of pupil conduct needed to provide an orderly, safe, and productive environment in an activity type classroom with many potential hazards
  2. Share in the sponsorship of student activities and participate in faculty committees

Certificated Job Description

TITLE - Teacher, Instructional Arts Education, Secondary

Page two

3. Communicate with parents and school counselors on the individual pupil's progress. Identify pupil needs, and cooperate with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems
4. Instruct pupils in importance of accuracy, individual resourcefulness, and good work habits in obtaining and retaining jobs in industry

Professional Attitude, Responsibility, and Participation

1. Participate in curriculum and other developmental programs within school of assignment and/or on District level
2. Ability to successfully share shop facilities and materials and work cooperatively with other industrial arts staff members
3. Maintain professional competence through participation in in-service education activities provided by the District and/or in self-selected professional growth activities

Duties and responsibilities may be added, deleted or changed at any time at the discretion of management

**ACCOUNTABILITY:**

Person to whom responsible: On-site Principal

Evaluator: On-site Principal

Person responsible to Teacher, Industrial Arts, Secondary: Those designated by Principal

CED170

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