

**FRESNO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION**

TITLE:	Teacher, Vocational Education Classroom	REPORTS TO:	Principal
DEPARTMENT:	School Site	CLASSIFICATION:	Certificated
WORK YEAR:	183 Days	SALARY:	Regular Teacher Salary

MINIMUM QUALIFICATIONS:

California credential authorizing instruction in vocational education

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. Develop lesson plans and organize class time so that preparation, instruction, shop work, and clean-up activities can be accomplished within the allotted time
 2. 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
 3. Evaluate each pupil's performance, knowledge, and skills in the course being taught and prepare progress reports
 4. Provide individual and small group instruction in order to adequately meet varying student needs
 5. Demonstrate materials, equipment, tools and process, using standard or teacher-prepared models, mock-ups, sketches, and other instructional aids
 6. Instruct students in use, care, and safe operation of tools and equipment
 7. Supervises storage and economical use of District- owned materials, and equipment to prevent loss or abuse
 8. Guide students in selection of appropriate projects, processes, experiments and skill development procedures to develop a salable skill
 9. Instruct students in importance of accuracy, individual resourceful-ness, and good work habits in obtaining and retaining jobs in industry
 10. Instruct students in all aspects of the Vocational Industrial Clubs of American organization and participate in a VICA chapter
 11. Prepare students for VICA competition for contests at local, regional, and state level
- Teacher Relationship - Pupil, Staff, Parent, Community
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 sponsorship of student activities and participate in faculty committees

3. Communicate with parents, and support staff 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. Work with industry through advisory committees and personal contact to keep in touch with job entry requirements and openings

Professional Attitude, Responsibility and Participation

1. Ability to work cooperatively with other staff members
2. Participate in curriculum and other developmental programs within school of assignment and/or on District level

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

ACCOUNTABILITY:

Persons to whom responsible: On-site Principal and Director, Career/Vocational Education
Evaluators: On-site Principal and Director, Career/Vocational Education

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