

Cape Girardeau Public School District No. 63
Job Description

Job Title: Industrial Arts Teacher

Terms of Employment: 9 month contract; 183 days

FLSA Status: Exempt

Reports To: Principal

Brief Description of Position:

The Industrial Arts teacher will provide industrial arts instruction, guided practice, assessments, remediation, and enrichment of Industrial Arts through a variety of learning opportunities and ensure a positive, successful educational experience for students.

Required Qualifications:

- Bachelor's degree in Education
- A valid Missouri Teaching Certification in the appropriate area
- Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of students.
- Ability to apply common sense understanding to carry out instructions furnished in written or oral form. Ability to deal with problems involving several concrete variables in standardized situations.
- Knowledge and experience with word processing software; spreadsheet software; development software and the Internet.
- Skilled at developing, motivating, and directing people as they work.

Preferred Qualifications:

- Working knowledge of Professional Learning Communities

Essential Duties and Responsibilities:

- Create a classroom environment that is conducive to learning and appropriate to the maturity, interests and abilities of all students.
- Collaborate regularly with colleagues in order to improve instruction and to employ common assessment.
- Guide the learning process toward the achievement of established curriculum goals.
- Communicate clear objectives to students for all lessons, units and projects.
- Assess the progress of students on a regular basis, provide progress reports as required and communicate with parents regularly.

- Employ a variety of instructional techniques and teaching strategies to meet the different needs and interests of students in whole-group and small-group learning.
- Seek the support of district specialists when concern arises regarding student progress.
- Ensure the classroom environment is safe, healthy and conducive to learning and the materials are in good condition and accessible to all students.
- Maintain an ongoing program of professional growth and development.
- Establish partnerships with the greater community as appropriate in support of the school's academic program.
- Performs other related duties as assigned by Principal.

Hazards:

For some buildings, stairs, chalk dust and exposure to communicable diseases may be a potential hazard. In science labs, there could be exposure to chemicals and fumes. Equipment that supports classroom instruction could be potentially hazardous under certain conditions. Travel between locations will cause exposure to hazardous driving and walking conditions.

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____

Date: _____

Reviewed by: _____
Human Resource Coordinator

Date: _____

Revised: August 1, 2013