

Brockton Public Schools

INDUSTRIAL ARTS TEACHER

REPORTS TO: Building Principal & Assistant Principal

FLSA Designation: Exempt

UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

ESSENTIAL FUNCTIONS:

- Develops a program of study in the industrial arts that meets individual needs, interests and abilities of students as determined by the industrial arts curriculum.
- Instructs students by lecturing, demonstrating and using audiovisual aids on various topics related to the industrial arts.
- Instructs and monitors students the in use and care of equipment and materials, to prevent injury and damage.
- Assures the safety of students by demonstrating and using the proper safety procedures.
- Prepares course objectives and outlines for course of study following curriculum guidelines or requirements of state and school.
- Assigns lessons, corrects work and provides students with positive feedback and constructive criticism on assignments.
- Administers tests to evaluate student's progress, records results, and issues reports or conducts meetings to inform parents of progress.
- Establishes and enforces rules for behavior and procedures for maintaining order among the students for whom they are responsible.
- Maintains a clean and well-organized shop space
- Performs routine care for equipment and schedules annual inspections for equipment that requires it.
- Maintains shop material and equipment inventory and submits purchase request for materials/equipment according to District procedures.
- Reports cases of suspected child abuse according to state law.
- Complies with Board policies, rules, regulations, and directives.
- Works with guidance counselor in helping student select course of study for college, trade school, or career.
- Participates in faculty meetings, educational conferences, professional training seminars, and workshops.

Only minimum duties are listed. Other functions may be required as given or assigned.

DESIRED MINIMUM QUALIFICATIONS:

- Be appropriately licensed and endorsed in accordance with state statutes and Board of Public Education rules.
- 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 effectively present information and respond to questions from students, parents, staff, and the community.
- Ability to handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Ability to effectively manage time and responsibilities.

EQUIPMENT USED:

A variety of shop related equipment and machines, electronic and technology devices, copier, telephone/voice mail, fax.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside and outside. The employee must be able to meet deadlines with severe time constraints. The employee frequently will work irregular or extended work hours while performing the duties of this job. The employee is directly responsible for the safety, well-being, and work output of students.

The employee will be exposed to loud noise levels from the use of machines and other equipment; exposed to hazardous conditions working near moving mechanical parts; and exposed to fumes/airborne particles, mechanical oils and/or potentially hazardous bodily fluids. There is a risk of electric shock from equipment.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit, walk, and stand; twist at neck and waist; kneel. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in both quiet and loud environments. The employee may frequently lift and/or move up to 100 pounds.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee may perform some routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations shall be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the above job description.

Signature of Employee and Date

Signature of Supervisor and Date