

INDUSTRIAL ARTS TEACHER

REPORTS TO: Building Principal

ESSENTIAL FUNCTIONS FOR CAREER AND TECHNICAL POSITION:

The Career and Technical position should have experience in the following areas: cabinet making, carpentry, robotics, small engine repair, diesel and automotive mechanics, hydraulics, HVAC, mechanical drafting, architecture, blue print and code reading, and the ability to adapt to special needs students. The following are items that are implemented in the Anaconda High's career and technical position:

- Create course and unit organizers for all subjects taught for student success.
- Observe and evaluate students' work to determine progress, provide feedback, and make suggestions for improvement.
- Supervise and monitor students' use of tools and equipment.
- Determine training needs of students or workers.
- Participate in conferences, seminars, and training sessions to keep abreast of developments in the field, and integrate relevant information into training programs.
- Administer oral, written, or performance tests to measure progress and to evaluate training effectiveness.
- Prepare reports and maintain records such as student grades, attendance rolls, and training activity details.
- Prepare outlines of instructional programs and training schedules and establish course goals.
- Select and assemble books, materials, supplies, and equipment for training, courses, or projects.
- Present lectures and conduct discussions to increase students' knowledge and competence using visual aids, such as graphs, charts, videotapes, and slides.
- Provide individualized instruction and tutorial or remedial instruction.
- Develop curricula and plan course content and methods of instruction.
- Arrange for lectures by experts in designated fields.
- Advise students on course selection, career decisions, and other academic and vocational concerns.
- Integrate academic and vocational curricula so that students can obtain a variety of skills.
- Develop teaching aids such as instructional software, multimedia visual aids, or study materials.
- Conduct on-the-job training classes or training sessions to teach and demonstrate principles, techniques, procedures, or methods of designated subjects.
- Supervise independent or group projects, field placements, laboratory work, or other training.
- Acquire, maintain, and repair laboratory equipment and tools.
- Serve on faculty and school committees concerned with budgeting, curriculum revision, and course and diploma requirements.

ACTIVITIES

- Training and Teaching Others - Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.
- Performing for or Working Directly with the Public - Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.
- Guiding, Directing, and Motivating Students - Providing guidance and direction to students, including setting performance standards and monitoring performance.
- Making Decisions and Solving Problems - Analyzing information and evaluating results to choose the best solution and solve problems.
- Monitor Processes, Materials, or Surroundings - Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.
- Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Judging the Qualities of Things, Services, or People - Assessing the value, importance, or quality of things or people.
- Updating and Using Relevant Knowledge - Keeping up-to-date technically and applying new knowledge to your job.
- Handling and Moving Objects - Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- Thinking Creatively - Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.

INDUSTRIAL ARTS TEACHER

- Communicating with Persons Outside Organization - Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
- Coordinating the Work and Activities of Others - Getting members of a group to work together to accomplish tasks.
- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
- Organizing, Planning, and Prioritizing Work - Developing specific goals and plans to prioritize, organize, and accomplish your work.
- Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others, and maintaining them over time.
- Resolving Conflicts and Negotiating with Others - Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.
- Evaluating Information to Determine Compliance with Standards - Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- Developing and Building Teams - Encouraging and building mutual trust, respect, and cooperation among team members.
- Assisting and Caring for Others - Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.
- Interpreting the Meaning of Information for Others - Translating or explaining what information means and how it can be used.
- Documenting/Recording Information - Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- Identifying Objects, Actions, and Events - Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- Scheduling Work and Activities - Scheduling events, programs, and activities, as well as the work of others.

DESIRED MINIMUM QUALIFICATIONS:

- Valid Montana Teaching Certificate with proper endorsement.
- Ability to write reports and business 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.

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 noise level in the work environment is usually moderate to high.

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. Must be able to lift and move heavy objects.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee rarely performs 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 may be made to enable individuals with disabilities to perform the essential functions.