

SECONDARY CLASSROOM TEACHER–TECHNICAL EDUCATION**DEFINITION:**

Under the direction of the principal and/or assistant principal, teach one or more classes in the field of technical education to students in grades 7 through 12; assist in other school programs as assigned; and create a flexible program and environment favorable to learning and personal growth in accordance with each student's ability.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Teach knowledge and skills in technical education in one or more courses in agriculture, auto mechanics, business, computer and computer applications, drafting, electronics, graphic arts, keyboarding, metals, photography, video & TV production or woodworking to secondary students utilizing course of study adopted by the Board of Education, and other appropriate learning activities; provide individualized and small group instruction in order to adapt the curriculum to the needs of each student; instruct students in citizenship, basic communication skills, and other general elements of the course of study as specified in State law and the Administrative Regulations and procedures of the school district.
- Plan a balanced technical education program, and organize daily class time so that instruction, demonstration and work time can be accomplished within the allotted time; develop weekly lesson plans and instructional materials; translate lesson plans into learning experiences so as to best utilize the available time for instruction; provide appropriate, detailed instructions/plans for substitute teacher in event of absence.
- Identify student needs and assist and cooperate with school and District personnel in assessing student needs; develop alternative solutions to individual educational planning and adapt curriculum offerings to meet individual educational needs; adapt materials and methods to develop relevant sequential assignments that guide and challenge students.
- Establish and maintain appropriate standards of student behavior, utilizing a variety of behavior management strategies and techniques, including behavior modification, reinforcement and other positive behavior shaping processes, as needed; provide an orderly, productive environment in activity-type classroom with many potential hazards; cooperate in school-wide supervision of students during out-of-classroom activities, including student activities; may share in the sponsorship of student activities.
- Evaluate each student's performance and growth in knowledge and understanding of technical education; keep appropriate records; prepare, administer, score, and record results of a variety of criterion-referenced and standardized tests in evaluating student progress; prepare progress reports and report cards, utilizing District systems.
- Establish and maintain timely and effective communication with parents and school counselors on the individual student's progress through a variety of means; including through a home page; hold parent conferences, when needed, to discuss the individual student's progress and interpret the technical education program.
- Create an effective environment for learning within the physical resources provided by the District; may insure a comfortable room environment through control of heating, lighting, and ventilation to the extent possible; provide reasonable safety precautions to protect students, equipment, materials and the school facility; may instruct students in use of eye protection and safety guards, and in the use, care, and safe operation of tools, machines, computers and other equipment, when necessary; create an effective social and behavioral climate to encourage student learning.
- Select and requisition appropriate books, instructional aids, instructional supplies and equipment; maintain required inventory records; maintain control over storage and use of school owned materials, equipment, and tools to prevent loss or abuse; make requests for repairs to tools and equipment as required; perform basic attendance accounting and business services as required.
- May plan and coordinate the work of aides, teacher assistants, student teachers, other paraprofessionals and/or volunteers.
- Maintain professional competence through participation in in-service education activities provided by the district and/or in self-selected professional growth activities; participate in faculty and/or district meetings and committees; participate cooperatively with the appropriate administrator to develop goals by which she/he will be evaluated in conformance with State and District guidelines.

- Maintain District standards including sharing in the responsibility of the school programs; fulfilling responsibilities and duties in a timely and efficient manner; accepting supervision and direction; promoting a professional image; maintaining confidentiality in professional relationships; adhering to all federal and state regulations, Education code, District policies and District curriculum and content standards.
- May perform other duties as assigned.

QUALIFICATIONS:

Knowledge of:

Basic subject matter of area(s) of technical education taught; principles, theories, methods, techniques, and strategies pertaining to teaching and instruction of secondary students; child growth and development and behavior characteristics of the 7 through 12 grade child; educational curriculum, instructional goals and objectives, and educational trends and research findings pertaining to educational programming; behavior management strategies, techniques and methods, and conflict resolution procedures; socio-economic and cultural background differences of the general school population.

Ability to:

Plan, organize, develop and conduct a comprehensive teaching and instruction program in technical education for students in secondary grades; provide effective learning experiences for students from a wide range of socio-economic and cultural backgrounds and with varying mental, social, and emotional levels; assess the educational needs of students, and design, develop, and implement sound individualized educational plans; provide stimulating learning environment; utilize technology to enhance classroom lessons and as a means for various types of communication and record keeping.

Experience:

Student teaching, internship, or full-time teaching.

Education:

Bachelor's degree from an accredited college or university.

Physical Performance Requirements:

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of supplies and other work related materials will vary, but generally be of less than twenty pounds.

Licenses/Credentials:

Appropriate California Credential authorizing service in technical education; and an English Learner authorization. Possession of a Valid California Driver's License, if required.