



EMPLOYEE NAME: _____

Revised: 7/88; 6/92; 1/94; 12/94; 5/95; 2/97; 3/01; 6/18

JOB DESCRIPTION

POSITION TITLE: Teacher, Occupational Education (Trade and Industry, Health, Occupational Home Economics, Agriculture, Industrial Arts, Data Processing)	JOB CODE: 150
DIVISION: Leadership	SALARY SCHEDULE: TEACHER
DEPARTMENT: Leadership	WORK DAYS: 188
REPORTS TO: Principal	PAY GRADE: CIT (4, 5, 6 or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: To develop in each pupil an insight and understanding of industry and its place in our society, to discover and develop talents of pupils in the technical fields, to develop practical problem-solving skills relate dot the materials and processes of industry, to develop in each pupil skill in the safe use of tools and machines.	

REQUIREMENTS:

1.	Educational Level: Bachelor Degree
2.	Certification/License Required: Valid Georgia Teaching Certificate
3.	Experience: None
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; instructional strategies that connect the curriculum to the learners, student management

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Teaches skills and knowledge in one or more occupational education courses; Instructs pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
3.	Develops lesson plans and organizes class time so that preparation, instruction, shop work, and clean-up activities can be accomplished within.
4.	Demonstrates industrial materials, equipment, tools and processes, using models, or other instructional aids; guides pupils in selection of appropriate elective projects or experiments.
5.	Maintains a record of student attendance and makes daily reports of student absences; evaluates each pupil's performance, knowledge, and skills.
6.	Instructs pupils in the use of eye protection and safety guards, and in the use, care, and safe operation of tools, machines, and equipment; maintains control of storage and use of school-owned property; makes minor adjustments and requests repairs to tools and equipment; establishes and maintains standards of pupil behavior needed to provide an orderly, safe and productive environment.
7.	Keeps informed of job entry requirements of the career field and gives instruction to pupils in the rudiments of getting and retaining these jobs.
8.	Selects and requisitions instructional aids and equipment, maintains required inventory records, makes purchases as authorized; maintains professional competence through in-service education activities.
9.	Communicates with parents and school counselors on the individual pupil's progress; identifies pupil needs, and cooperates with other professional staff members in assessing and helping pupils solve problems; supervises pupils in non-instructional activities during the assigned working day.
10.	Participates in curriculum and other developmental programs; participates in faculty committees and may be asked to sponsor student activities.

11.	Maintains an active local school advisory committee for the curriculum area.
12.	Meets expectations according to the regular high school teacher job description.
13.	Maintains prompt and professional communication with parents.
14.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____