



## RIALTO UNIFIED SCHOOL DISTRICT

# CTE Engineering/Manufacturing/Construction Academy Instructor Job Description

### DEFINITION

Be a part of our New Career Technology Education sequence in a state of the art facility serving high school students. Using advanced technology skills in the classroom, as well as plan, carry out, evaluate and supervise instructional activities with a special emphasis on raising achievement for a wide range of learners. Must be creative, collaborative, and a flexible teacher willing to innovate and implement Problem or Project-Based Learning. Explore team-teaching with other teachers, to collaborate with higher education faculty, and to commit to working on collaborative teams.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Implement lessons to teach skills required for students to master competencies, including integration of academic skills. Competencies include proper equipment handling, product identification, terminology, etc.
- Provide group and individual instruction using a variety of effective teaching strategies, aids and equipment.
- Engage students in hands-on learning while maintaining academic rigor.
- Assess students regularly, using a variety of measures, and provide consistent feedback to students on their progress and maintain accurate student records.
- Extend student learning using industry resources such as field trips and guest speakers.
- Manage classroom in a manner conducive to learning.
- Assist in developing, writing, and implementing new sequenced curriculum based on Common Core and Career Technical Education Model curriculum standards.
- Form relationships and partnerships with businesses, community colleges, and universities.
- Collaborate and work well with a wide range of constituents (colleagues, parents, students, community members, etc.).
- Develop lesson plans.
- Maintain student records, grades and attendance.
- Participate in advisory committee meetings.
- Travel for competitive events and for professional growth.
- Lead advisory committees, parent support committee and run the engineering and manufacturing club.
- Be able to collaborate on Science, Technology, Engineering and Math (STEM) Grant opportunities.
- Perform related duties as assigned.

### QUALIFICATIONS

#### Knowledge of

- Correct English usage, spelling, grammar and punctuation.
- Knowledge of existing and emerging technologies.
- Knowledge of the curriculum appropriate to the grade level/position.
- Knowledge of instructional strategies and skills, classroom management skills, communication skills, and job responsibility
- Be knowledgeable in welding, sheet metal and equipment, the operation of lathes, foundry and various CNC machinery necessary to do the job properly.
- Knowledge in construction/woodworking basics.
- Be able to write curriculum and classroom/lab set up prior to school starting each year.

#### Ability to

- Have ability and knowledge in drafting with board work, CAD, Solid Works, and Master Cam.
- Ability to develop school based business experience.
- Ability to be flexible, creative, innovative, collaborative and adaptive to change.
- Ability to teach at a collegiate level.
- Ability to work with special populations and diverse students.

**Abilities continued:**

- Be able to recruit, and market a successful career technical education program.
- Communicate effectively, both verbally and in writing.
- Establish and maintain effective relationships with persons contacted in the course of work.
- Prepare reports and maintain records.
- Understand and carry out oral and written instructions.

**Credentials and Experience:**

- Bachelor's degree or higher in Industrial Technology, Mechanical Engineering or Industrial and Manufacturing Engineering.
- Appropriate Career Technical Education or Designated Subjects Credential or eligibility for appropriate credential.
- For verification of eligibility, the following must be submitted with the application:
  - Verify three years of work experience directly related to the subject. One year equals 1,000 clock hours.
  - May substitute 48 semester units of postsecondary vocational coursework related to the subject for a maximum of two of the three years of work experience.
  - Additionally, one of the following may be used as one year of work experience toward meeting the three years of required experience:
    - Appropriate Career Technical student organization experience as well as industry experience.
    - At least one year of the required work experience must be within the last five years or two years within the last ten years immediately preceding the issuance of the credential

**PHYSICAL DEMANDS****Physical class:**

**Moderate lifting** - 40 pounds maximum with occasional lifting and/or carrying objects weighing up to 40 pounds.

**Work area requirements:**

Regular working classroom, parking lot, and field trips. Ability to use common school hand tools, computer, telephone and photocopy machine. Ability to traverse any part of the campus which would include asphalt, sidewalks and garden areas.

**Physical requirements:**

The time requirements are listed considering this wording and meaning:

Occasionally/low - up to 3 hours  
 Frequently/Medium - 3 to 6 hours  
 Constantly/High - 6 to 8 hours

Stooping:	Frequently	Push/Pull:	Frequently
Bending:	Frequently	Carrying:	Frequently
Lifting:	Frequently	Standing:	Frequently
Reaching:	Frequently	Kneeling:	Not required
Handling:	Frequently	Sitting:	0 or may sit 60 minutes a day
Crouching:	Frequently	*Driving:	Must have ability to get to in-service meetings
Grasping:	Frequently	Walking:	Frequently
Fingering:	Frequently		

***\*Possession of a current California Driver's license, a DMV printout and the ability to be covered by the company auto insurance is required.***

**Frequent motion:**

Twisting:	Frequently	Elbow flexion/extension:	Frequently
Wrist flexion:	Frequently	Reaching to shoulder level:	Frequently
Forward shoulder/neck flexion:	Occasionally	Reaching below shoulder level:	Frequently
Reaching to above shoulder level:	Frequently		

**Sensory requirements:**

Ability to see: Constantly	Ability to smell: Constantly
Ability to hear: Constantly	Ability to touch: Constantly
Ability to talk: Constantly	

**Must be able to deal with these environmental considerations:**

Odor: Rarely	Heat: Has own air conditioning/heating-may break down
Humidity: Yes, occasionally	Noise: Must be able to work around “productive noise”
Moisture: Yes, occasionally	Floor may be slippery at times: Yes, when painting
Fluorescent lights: Yes, all day long	Working in close quarters with others: Yes, all day long
Working inside: 95% of the day	Working outside: 5% of the day

**This job requires:**

Alertness: Yes	The use of two hands: Yes
Attention to detail: Yes	Recall of names and dates: Yes
Ability to work in temperatures down to 40 degrees and up to 110 degrees.	

**Ability to deal with psychological factors:**

Team work: Yes	Must keep up with schedule: High
Frustration: Medium	Able to work overtime as needed: High
Repetitive tasks: Yes	Dealing with angry parents, students: Yes
Level of responsibility: High	

**Physiological factors:**

Orientation to time, place or person: Yes	Must maintain a high level of consciousness: Yes
Ability to read at 12 <sup>th</sup> grade level: Yes	Ability to comprehend and follow directions: Yes
Able to keep up a high activity level during the shift: Yes	