

**TITLE:**

Construction Carpentry Teacher

**QUALIFICATIONS:**

Certification by Kentucky Department of Education with proper endorsement, plus responsible experience in teaching and supervision of construction, or any equivalent combination of experience or training.

**REPORTS TO:**

Principal

**PRIMARY JOB GOAL:**

To direct and evaluate the learning experiences of students in all activities sponsored by the school, and to interpret and execute school SBDM and Board of Education policies and regulations to students, parents, and patrons from within the community; to plan and implement an instructional program and provide related educational services for students from grade seven through grade twelve according to the assigned position.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Comprehensive knowledge of principles and practices of modern public school secondary education and the ability to apply them to the needs of the school/district; knowledge of the mission, goals, and organization of public education; ability to apply knowledge of current research and theory as they relate to content, curriculum, materials, and instructional practices; knowledge of adolescent growth and development; ability to plan, organize, and implement lessons based on district and school objectives and the needs and abilities of students to whom assigned; ability to utilize multimedia and computer technology as appropriate; ability to move about to monitor students and check work in classrooms with a varied seating and desk organization; ability to communicate clearly both orally and in writing; ability to develop effective working relationships with the entire school community; commitment to education reform; ability to be flexible to adjust the instructional program to any unanticipated interruptions/changes; sound knowledge of the content area(s) taught.

**PERFORMANCE RESPONSIBILITIES:**

- Maintains at all times an orderly learning atmosphere and keeps the Principal fully informed of the general education program's activities and problems.
- Strives to implement by instruction and action the district's philosophy of education and instructional goals and objectives.
- Employs a variety of instructional techniques (with priority to teaching basic academic skills) consistent with the physical limitations of the location provided and within the needs and capabilities of each student involved.
- Utilizes a variety of instructional materials and available multimedia and computer technology to enhance learning.
- Meets and instructs assigned classes in the locations and at the times designated.
- Manages allotted learning time to maximize student achievement.
- Teaches content subject area(s) utilizing the course of study adopted by the Board of Education and the school's SBDM Council.
- Instructs pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school and school district.
- Develops lesson plans, instructional materials, and appropriate tasks, and provides individualized and small group instruction in order to adapt the curriculum to the individual needs of each pupil.
- Prepares, presents, and evaluates material for learning, and tries innovative instructional techniques in keeping with program requirements and education reform.
- Takes an active part in the professional development program of the school and the district, and participates in the planning and evaluation of the school's curriculum and extra-curricular activities through membership on various district/SBDM Council committees.

- Maintains professional competence through professional development activities provided by the district and/or consortia, and through self-selected professional growth activities.
- Assists in the selection of books, computer software, equipment, and other instructional materials, and keeps abreast of new trends and research in education reform.
- Works cooperatively with the administration, other teachers, support personnel, and the SBDM Council in planning instructional goals, objectives, methods, and evaluation.
- Collaborates with other professionals (guidance counselors, librarians, etc.) to carry out schoolwide instructional or related activities; coordinates instructional activities and collaborates with other professional staff, both school-based and nonschool-based, to maximize learning opportunities.
- Assists resource teachers/coordinators, Title I teachers/coordinators (if applicable), gifted education teachers/coordinators, and other teachers/coordinators in the identification process of students for placement in the various supplemental educational programs.
- Strives constantly to determine whether factors that contribute to low academic performance are present, and makes any necessary referrals for specialized instructional help or services to various agencies; requests assistance of, and works with, resource personnel as needed.
- Counsels and evaluates students by providing guidance to pupils which will promote their welfare, self-esteem, and educational development.
- Assesses student abilities as related to desired educational goals, objectives, and outcomes.
- Evaluates student progress on a regular basis; uses standardized tests, a variety of other tests, teacher observation, and regular classroom performance to determine placement of students; maintains appropriate assessment and evaluation documentation for district, school, and individual reporting purposes.
- Administers group standardized tests in accordance with the district's testing program; administers the KIRIS assessment in accordance with state guidelines.
- Instructs and assists students and/or other teachers in creating quality portfolio entries, both in working and accountable portfolios; provides instruction in the development of the KIRIS writing and/or math portfolio and, if applicable, is responsible for the completion and scoring of the portfolio within the time framework assigned by the regulations of KDE.
- Utilizes teaching strategies which incorporate activities that will enhance performance events and open-response assessments.
- Continually communicates with students on instructional expectations and keeps them informed of their progress in meeting those expectations.
- Communicates with parents through conferences and other means to discuss pupil's progress and interpret the school program.
- Makes provisions for being available to students and parents for education-related purposes including, under reasonable terms, time before or after school on the instructional day or at school-sponsored events.
- Assumes responsibility for classroom management by establishing and maintaining consistent classroom organization in accordance with district/school regulations.
- Creates a safe, disciplined, and effective classroom environment for learning through functional and attractive displays, bulletin boards, and learning centers, and through making sure all materials are in good condition and accessible to the students.
- Weighs and considers the best plan of action to carry out the instructional programs as they relate to scheduling, group size, and room arrangement.
- Assesses resources such as student interests, facilities, funds for motivating materials, adequate equipment, and audio-visual aides for an operative program.
- Participates in school-based decision-making, including electing teacher Council representatives, serving on the Council, and/or providing input and feedback on all matters relating to the operation of the school in his/her building.
- Assists the administration in implementing all policies and/or rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Maintains proper inventories of non-expendable school supplies, materials, and equipment assigned to the classroom.
- Assists in upholding and enforcing school rules, administrative regulations, Board of Education policies, and SBDM Council policies.
- Maintains accurate, complete, and correct records as required by law and Board policies and regulations.

- Establishes and maintains consistent classroom standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom.
- Shares duties of the school as assigned by the Principal, and supervises pupils in out-of-classroom activities during the assigned working day and/or after working hours, including field trips, bus duty, hall duty, basketball duty, etc.
- Observes the Board approved "chain of command" in airing grievances and in communicating suggestions for improving school operations meaning that an employee discusses their grievance with their building Principal first, then the Superintendent if a resolution is not reached with their immediate supervisor, and then the Board of Education if a resolution is still not reached.
- Plans and supervises purposeful assignments for instructional assistants and/or parent volunteers, if applicable, and cooperatively works with coordinators/Principals in evaluating their job performance.
- Attends faculty meetings and Parent/Teacher Organization meetings, and serves on staff/district and SBDM Council committees as assigned.
- Actively sponsors a student organization as assigned.
- Supports or participates in schoolwide student activities and social events and approved fund-raising activities if applicable.
- Always maintains the highest professional standards in personal conduct.
- Provides classroom and laboratory instruction in construction technology.
- Prepares lesson plans and maintains records and reports on student attainment and progress. Maintains order and discipline.
- Keeps abreast of technical changes in the field and keeps program updated for students benefit. Participates in professional development activities to improve skills
- Provides follow-up services to assist in student placement, improve courses of instruction, and promote good public relations.
- Completes paperwork related to student instruction.
- Performs related duties and assumes other responsibilities as may be assigned by the Principal or the Superintendent.

**TERMS OF EMPLOYMENT:**

185 days with possibility of extended employment granted by the Board of Education; salary to be established by the Board of Education.

**EVALUATION:**

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.

Date of Approval: March 26, 2020

I have read and understand the terms set forth in this job description.

Signature of Employee\_\_\_\_\_

Date Signed\_\_\_\_\_