

TITLE: Welding Instructor**QUALIFICATIONS:**

1. Valid Alabama certificate in Agriscience Education, **or** eligible for certification through a Career Tech and/or Teacher Certification approach.
2. High school diploma or equivalent and seven (7) years full-time work experience within the past ten (10) years in the area to be taught; or completion of regionally accredited postsecondary certificate/diploma program and five (5) years full-time work experience within past seven (7) years in area to be taught; or completion of regionally accredited postsecondary associate's degree program and three (3) years of full-time work experience within past seven (7) years in area to be taught; or completion of bachelor's degree or higher from a regionally accredited senior institution and one (1) year of full-time work experience within the past three years in area to be taught.
3. Passage of the three required Occupational Proficiency Exam(s). SMAW 3-G uphill progression D1.1, GTAW 3-G uphill progression (Steel), and FCAW 3-G uphill progression D1.1. Expense of the exams is the responsibility of the applicant **OR** Master Level Occupational Proficiency.
4. Completion of all state requirements to gain teacher certification.
5. Current license and/or certification in field.
6. Passing scores on the basic skills assessment, AECAP in Reading, Writing and Arithmetic
7. Ability to meet suitability criteria for employment and/or certification/licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
8. Ability to develop and implement curriculum and programming specific to the needs of students at the designated grade level(s) and in the designated content area(s)/subject(s).
9. Proficiency in oral and written communication skills.
10. Effective interpersonal skills, with an emphasis on communication and collaboration with a wide variety of people and groups.
11. Ability to solve problems as a productive team member.
12. Ability to use technology to communicate, to plan and provide instruction, to facilitate student learning, to manage data, and to produce/submit required reports, correspondence, and/or financial information.
13. Physical strength, mobility, dexterity, stamina, and acuity to perform job responsibilities.
14. Ability to be punctual and in regular attendance.
15. Such alternatives to the above qualifications as the Board may require.

REPORTS TO: Principal, Director of Career Technical Education

SUPERVISES: Students and teacher aide(s) as assigned

JOB GOAL: To facilitate student learning in subject matter and skills that will contribute to their development as mature, able, and responsible members of society.

JOB DUTIES:

1. Demonstrates support for the school system and its vision, goals and priorities.
2. Demonstrates knowledge and understanding of career technical education in the subject/field/cluster assigned.
3. Demonstrates knowledge of current educational research and implements best instructional practices.
4. Utilizes technology to plan and provide instruction and facilitate student learning.
5. Models appropriate and innovative use of technology for students.
6. Facilitates and monitors the integration of technology in the classroom.
7. Creates or selects long-range instructional plans based on a review of system and state curriculum priorities, student profiles and instructional priorities.
8. Defines goals and objectives for long-range instructional, departmental, and daily lesson plans.
9. Sequences content and activities appropriately; paces lessons and instruction to encourage student achievement.
10. Instructs students in the use, care, maintenance, and safe operation of program equipment and tools in the assigned field of instruction.
11. Maintains contact with business/industry community to keep abreast of job entry requirements, current technology and practices in the designated content field, and for student referrals and placements.
12. Develops, implements, and revises instructional plans and lessons according to Business and Industry Certification (BIC) standards.
13. Establishes and maintains a learning environment in which students are actively engaged in the learning process.
14. Provides instruction in workplace skills (e.g. punctuality, interpersonal relationships, leadership, problem-solving, ethics, and good work habits).
15. Establishes a Career Technical Advisory Committee following Business Industry Certification guidelines to determine program needs and to maintain positive business/industry relationships.
16. Interprets and uses data (including but not limited to standardized and other test results) for instructional planning and program evaluation.
17. Uses ongoing assessment, traditional and alternative, to monitor student progress, to verify that learning is occurring, and to adjust curriculum and instruction.
18. Provides feedback to students about the appropriateness of responses and quality of work with a focus on improving student performance.
19. Administers standardized tests and credentialing assessments in accordance with directions provided, including proctoring and secure handling of materials.
20. Communicates high learning expectations for all students.
21. Engages in continuing improvement of professional knowledge and skills.
22. Supports school improvement initiatives by active participation in school activities, events, ceremonies, services and programs.
23. Attends local, state, and national staff development programs, workshops, and conferences to improve professional performance and knowledge as requested.
24. Maintains confidentiality regarding school/workplace matters in accordance with state and federal law.
25. Demonstrates initiative in identifying potential problems and/or opportunities for improvement in areas of responsibility.
26. Responds to inquiries and requests in a timely and positive manner.
27. Maintains and submits required reports, records, and correspondence in a timely and accurate manner.

28. Properly uses and cares for equipment and material resources of the school system.
29. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local laws.
30. Reports absences and takes leave in accordance with Board policies and procedures.
31. Performs any other job-related duties as assigned by Supervisor(s).
32. Serves as the sponsor for an affiliated career and technical education student organization relevant to the program area to integrate leadership skills and to participate in educational and competitive events.
33. Works with guidance personnel in the recruitment of students.
34. Provides related instruction with laboratory, or other occupational experience that is appropriate to the career objectives of the student.
35. Maintain professional growth and competence through professional development **as per Board Policy 5.5 Personnel – Professional Development**
36. Attend staff meetings, as required, and serve on staff committees as assigned.
37. Assist in daily duties, of which may be car duty, extra-curricular duties whenever students are involved in school activities.
38. Encourage students to set and maintain high standards of classroom behavior.
39. Provide students with the opportunities to attend local, state and national competitions when approved by the administration.
40. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
41. Perform other duties as may be assigned.

Essential Duties

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position’s role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

TERMS OF EMPLOYMENT: 9-Month 10-Month 11-Month 12-Month

EXPECTED WORK DAY: 8 Hours

SALARY: According to Albertville City School Board approved salary schedule and determined by rank and experience **as per policy 5.1.2 – Personnel – Special Requirements for the Position**

EVALUATION: Shall be evaluated in accordance with provisions of the Board’s policy on Evaluation of Professional Personnel and State Requirements

Reviewed and agreed to by: _____ Date _____
Employee

Principal/Program Coordinator _____
Initials

Human Resource _____
Initials

BOARD APPROVED:9/3/2021