

TITLE: Day Trades Instructor

QUALIFICATIONS: 1. As set by Sate Certification Authorities
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Vocation Center, Superintendent or person designated by the Board.

JOB GOAL: To teach knowledge, skills, and competencies in the respective subject areas and to sponsor a youth organization (VICA).

SPECIFIC RESPONSIBILITIES:

1. Follow Vocational Standards as set out in the Vocational Standards Handbook.
2. Meets and instructs assigned classes in the location and at the times designated.
3. Develops and maintains a classroom environment conducive to effective learning within the limits of the resources provided by the school.
4. Prepares for classes assigned and shows written evidence of preparation upon request of immediate supervisor.
5. Encourages students to set and maintain standards of classroom behavior.
6. Organizes, guides and supervise VICA organization.
7. Has ongoing program for selection and acquisition of equipment and supplies.
8. Works to establish and maintain lines of communication with the administration, office staff and fellow instructors.
9. Employs instructional methods and materials that are most appropriate for meeting stated objectives.
10. Strives to implement by instruction and action the school's philosophy of education and instructional goals objectives.
11. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.
12. Evaluates student progress on a regular basis.
13. Maintains accurate, complete, correct record, and submit reports on time as required by law, policy and administrative regulations.
14. 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.
15. Makes provisions for begin available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
16. Attends and participates in faculty and other meetings as scheduled by administration.
17. Cooperates with other members of the staff in planning instructional goals, objectives, and methods.

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18. Assists in the selection of books, equipment, and other materials.
19. Provides for his/her own professional growth through an ongoing program of reading, workshops, seminars, conferences and/or advanced course work at institutions of higher learning.
20. Works with coordinators toward placement of students.
21. Selects and organizes craft committee.
22. Makes business and industry contacts.
23. Actively participates in special needs programs for the handicapped and disadvantaged students as required.
24. Be regular and punctual in attendance.
25. Maintain confidentiality of any school system related information.
26. Maintain proper and professional relationship with other employees.
27. Perform duties in a manner that promotes good public relations.
28. Be familiar with and follow Board of Education policies.
29. Perform other reasonable related duties as needed.

TERMS OF EMPLOYMENT: 10 month year. Salary and work year established by the State Department of Education and the Chilton County Board of Education.

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

ADOPTED: JULY 12, 1994