

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CERTIFICATED POSITION

JCN: 525
EXEMPT

CAREER TECHNICAL EDUCATION INSTRUCTOR – DESIGN, VISUAL AND MEDIA ARTS

BASIC FUNCTION:

Under the direction of the assigned supervisor, provide extensive expertise, instructional support and training related to the design, visual and media arts occupations as part of a program of study based on state adopted Career Technical Education (CTE) standards for the arts, media, and entertainment industry; work collaboratively with students, parents, support staff, administrators, businesses, agencies and community groups to enhance the training and employment opportunities for student emphasizing academic, social and interpersonal skills related to career direction and vocational training.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assist in student recruitment and promotion.
- Assist in the maintenance of supplies and equipment assigned, including, but not limited to, inventory of supplies and equipment, supervising the use of supplies and equipment, instruction in the proper use of supplies and operation of equipment and the preventative maintenance and repairs of assigned supplies and equipment.
- Collaborate in the planning process for development of, and/or modifications in curriculum as needed.
- Comply with the Certificate of Completion and Student Competencies List policy related to Career Technical Education.
- Develop and implement instructional plans which allow students to meet established standards of student achievement focusing on basic workplace and job specific skills in preparation for career placement.
- Develop and maintain positive contacts with potential employers to assist with job placement.
- Develop program goals and objectives and derive appropriate methods for translating these into student performance competencies.
- Establish, maintain, and manage standards of student behavior to achieve a functional learning environment conducive to learning.
- Evaluate student academic growth; keep appropriate records on the progress of students toward meeting established standards of achievement and performance.
- Meet with personnel from business and agency training sites to determine training potential appropriate to the students' interests and competency levels.
- Participate in student Individualized Education Plans (IEPs) through the team process; implement student goals and modify lesson plans as established in the IEP; collaborate with special education team.
- Participate on an Advisory Committee comprised of persons working in related fields of employment to assist in program development in support of Career Technical Education.
- Prepare and maintain a current work schedule which may include, but not be limited to, lesson plans for substitute teachers.
- Prepare, maintain and submit timely and accurate records, reports, files and documentation as assigned for each student enrolled, including but not limited to, diagnostic and assessment information, student goals and objectives, conference and contact notes from parents and other professionals, student progress records; complete and submit attendance records; prepare county and/or state reports as assigned and/or required.
- Provide for set-up of laboratory and work areas for on-going work/projects; provide for

- emphasis on safety and teach constant awareness of safe work environments.
- Provide group and individual instruction utilizing effective teaching strategies, aids and equipment to motivate students and effectively utilize the time available for instructional activities.
- Provide instructional support and assistance to teachers and students assigned to a designated program that is realistic in terms of current and future work specifications making students competitive in the workforce.
- Teach a specified Career Technical Education (CTE) class for grades 7 – 12 in technical, trade or vocational courses which are part of a program of study based on state adopted Career Technical Education Standards for the industry sector/career pathway identified.
- Teach skills, knowledge, concepts and attitudes in Design, Graphic, Industrial and Mixed Media Art utilizing approved coursework and other appropriate learning activities which allows students to meet established standards of achievement.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Aesthetic Appreciations (fundamentals in form, shape, perspective, color, etc.; Art history, cultural, and contemporary influences)
- Art Careers (fine art, architecture, fashion design, interior design, marketing and advertisement, art director, landscape design, graphic designer, and others)
- Art Forms and Media (painting, drawing, sculpture, reprography, photography, drafting principles and computer applications)
- Arts, Media and Entertainment; Design, Visual and Media Arts.
- Basic record-keeping and filing techniques.
- Behavior management strategies.
- California Career Technical Education Standards.
- Child guidance principles and practices.
- Classroom procedures and appropriate student conduct.
- Color Theory (history, color wheel, color terminology, psychology of color, usage principals)
- Commercial Art, Commercial photography and Multimedia production.
- Communication and Marketing skills (fundamental writing skills, fundamental verbal skills, symbolism, marketing principles)

- Conflict resolution.
- Critical thinking skills (creative thought processes, stimuli, formulating ideas, brainstorming, abstract disciplines)
- Current techniques to maintain a safe environment and provide support for physically or verbally aggressive and/or self-abusive students in a non-harmful manner.
- Current techniques to prevent or intervene appropriately in order to defuse escalating behavior.
- Design Theory (art elements, design principles, artist application)
- Instructional methods and techniques.
- Professional certification/licensure and industry work experience related to subject area being taught.
- Safe practices in classroom, laboratory and shop/studio activities and working environment.
- Subjects taught in county office schools including arithmetic, reading, writing, grammar and spelling.
- Teaching and behavioral strategies to be utilized when working with students with behavioral challenges and special needs.
- Visualization Skills and Illustration (creativity, expression, sketching)
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Establish appropriate, positive and healthy relationships among youth.
- Intervene appropriately in order to defuse escalating student behavior.
- Maintain a safe environment and provide support for physically or verbally aggressive and/or self-abusive students in a non-harmful manner.
- Maintain a variety of reports and files related to job assignment and/or assigned program.
- Meet schedules and deadlines.
- Monitor, observe and report student behavior and progress according to approved policies and procedures.
- Observe health and safety regulations.
- Perform a variety of support activities related to behavior management and classroom instruction of students.
- Provide appropriate, effective and motivating learning experiences for students from a wide range of socio-economic levels and cultural backgrounds.
- Provide instruction regarding the major components of design, visual and media arts.
- Provide instructional support and assistance to teachers and students as assigned.
- Reinforce instruction to individual or small groups of students as directed by the teacher.
- Utilize and integrate technology into the curriculum.
- Collect data, analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.

- Perform non-instructional duties and responsibilities in an efficient and effective manner.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with little direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- High School Diploma, General Education Degree (GED) or State High School Proficiency certificate.
- Bachelor's degree preferred.

EXPERIENCE:

- Three years of work experience directly related to the subject being taught.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Designated Subjects Career Technical Education Credential in Arts, Media and Entertainment *or* Valid California Single Subject Credential in Art with required authorization to teach design, visual and media arts; English Learner (EL) Authorization.
- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program may be required at time of hire and throughout employment with the County Superintendent.
- Valid First Aid and CPR Certificate issued by an authorized agency within one year of date of hire.
- Valid defensive driving certificate issued by an authorized agency within one year of date of hire may be required.
- Valid Non-Violent Crisis Intervention Certificate issued by an authorized agency within one year of date of hire may be required.

WORKING CONDITIONS:

ENVIRONMENT:

- Drive a vehicle to conduct work, using own transportation.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.

- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

HAZARDS:

- Abusive and potentially harmful outbursts from students.
- Abusive and potentially disruptive behavior from students.
- Possible contact with blood and other body fluid(s).

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification, however it is intended to accurately reflect the principal job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: March 12, 2015
Revised Date: April 12, 2018