

# FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

## CERTIFICATED POSITION

JCN: 525  
EXEMPT

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### CAREER TECHNICAL EDUCATION INSTRUCTOR – MANUFACTURING

#### **BASIC FUNCTION:**

Under the direction of the assigned supervisor, provide extensive expertise, instructional support and training related to the manufacturing occupation as part of a program of study based on state adopted Career Technical Education (CTE) standards for the Manufacturing and Product Development Industry; work collaboratively with students, parents, support staff, administrators, businesses, agencies and community groups to enhance the training and employment opportunities for students 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.
- Assist with the operation of the manufacturing technology budget, facilities, and programs.
- Attend regional and state level professional conferences and meetings regarding industry standards, skills, project based learning and dual enrollment.
- Collaborate in the planning process for development of, and/or modifications of curriculum as needed.
- Comply with the Certificate of Completion and Student Competencies List policy related to Career Technical Education and dual enrollment course learning outcomes.
- 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.
- Identify student needs and collaborate with teachers, paraeducators, assigned supervisor, site administrator, Designated Instructional Service (DIS) staff, nurse, psychologist, parents and community agencies in assessing and helping students solve health, attitude and learning problems.
- Meet with personnel from business and agency training sites to determine training potential appropriate to the students' interests and competency levels.
- Organize and maintain an active advisory committee.
- Participate in departmental co-curricular activities such as clubs and related events.
- Participate on an Advisory Committee comprised of persons working in related fields of employment to assist in program development in support of the career technical education.
- Perform duties related to Perkins grant including dual enrollment objectives.
- 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, report, 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 realistic assistance in terms of current and future work specification making students competitive in the workforce.
- Provide for set-up of laboratory and shop areas for on-going work/projects; emphasize safety and teach constant awareness of safe work habits.
- Provide group and individual instruction utilizing effective teaching strategies, aids and equipment.
- Provide instructional support and vary instructional methods to accommodate student needs, interest, learning styles and ability levels; assist students in understanding concepts.
- Teach a specified Career Technical Education (CTE) class for grades 9 – 12 in manufacturing including but not limited to, courses in blue print reading, industrial materials, electricity, hydraulics, motor controls, programmable logic controllers, introductory/intermediate/advanced welding, introductory/intermediate/advanced machine shop, welding and machine shop certification preparation, and internships (community classroom), which are part of a program of study based on state adopted Career Technical Education Standards for the industry sector/career pathway identified.
- Work with local manufacturing companies in the development and placement of on-the-job student internships.
- 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:**

- 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.
- Conflict resolution.

- Current educational technology and multimedia presentation.
- Development and assessment of student accreditation.
- Fundamentals of manufacturing including but not limited to courses in blue print reading, industrial materials, electricity, hydraulics, motor controls, programmable logic controllers, introductory/intermediate/advanced welding, introductory/intermediate/advanced machine shop, welding and machine shop certification preparation, and cooperative work experience.
- Instructional methods and techniques.
- Problems and concerns of students with behavioral challenges and special needs.
- Professional certification/licensure and industry work experience related to subject area being taught.
- Safe practices in classroom, laboratory, shop and working environments.
- Subjects taught in county office schools including arithmetic, reading, writing, grammar and spelling.
- 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:

- Demonstrate and operate the use of various welding, machine shop, industrial materials and equipment.
- Develop successful instructional strategies for non-traditional or academically at-risk students.
- Establish appropriate, positive and healthy relationships among youth.
- Intervene appropriately in order to defuse escalating student behavior.
- Maintain a safe environment and supportive environment.
- 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.
- Perform clerical duties related to classroom activities and program requirements.
- Provide appropriate, effective and motivating learning experiences for students from a wide range of socio-economic levels and cultural backgrounds.
- Understand and follow oral and written instructions.
- Understand and relate to children with high risk and special needs.
- 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.
- 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 Manufacturing and Product Development or Valid California Single Subject Credential in Industrial and Technology Education; English Learner (EL) Authorization.
- Valid California Welding Certification preferred.
- 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 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.
- This position requires a pre-placement medical assessment (paid for by FCSS) at a clinic selected by the county office. Any offer of employment is contingent upon successful certification by designated physician that applicant is able to perform essential functions of the job, with or without reasonable accommodations.

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

- Career education classroom, laboratory, shop and/or working 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 twenty-five (25) pounds and occasionally lift and/or move up to fifty (50) pounds and/or occasionally lift up to 100 pounds with assistance.

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:**

- Exposure to cleaning agents and chemicals.
- Possible contact with blood and/or other body fluid(s).
- Working on ladders.

*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 1, 2017  
Revise Date: April 12, 2018