

JOB DESCRIPTION

POSITION TITLE: Teacher, High School, Manufacturing and Engineering Services, Cobb Innovation & Technology Academy	JOB CODE: 150Y
DIVISION: Leadership	SALARY SCHEDULE: Teacher
DEPARTMENT: Leadership	WORKDAYS: 204
REPORTS TO: Executive Director of Cobb Innovation & Technology Academy	PAY GRADE: CZ00 CIT (1, 2, 4, 5, 6, or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: The manufacturing teacher of the Cobb Innovation & Technology Academy provides instruction in selected areas of manufacturing, mechatronics, or industrial maintenance to ensure that students gain appropriate knowledge and skills about the industry and are prepared for career and post-secondary opportunities.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or High School Equivalency or higher and industry related credential
2.	Certification/License Required: Must hold a valid Manufacturing and Engineering Sciences Certification or meet qualifications to apply for the certificate with the Georgia Professional Standards Commission. Preferred candidates hold a bachelor's degree or higher in Industrial Electrical, Electronics, Engineering, Engineering Technology, Mechanical Engineering, or a related field
3.	Experience: Minimum of two years of occupational work experience in the Manufacturing and Engineering Science
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities.
5.	Knowledge, Skills, & Abilities: Written and oral communication; instructional strategies that connect the curriculum to the learners, student management, and excellent organizational skills.

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Teaches skills and knowledge in one or more manufacturing courses; instructs pupils in workforce readiness skills and basic subject matter specified in state law and administrative regulations and procedures of the school district. Provides content-related and appropriate instruction based on state and local curriculum through a combination of classroom, laboratory, and co-curricular experiences.
3.	Develops lesson plans and organizes class time so that preparation, instruction, lab work, and cleanup activities can be accomplished within the allotted time frame. Integrates appropriate technology into classroom instruction. Prepares adequately for responsibilities to be assumed when absent.
4.	Demonstrates industrial materials, equipment, tools and processes, using models, or other instructional aids, guides pupils in selection of appropriate elective projects or experiments. Provides community-based instruction and projects based on program guidelines and requirements.
5.	Maintains a record of student attendance and makes daily reports of student absences; evaluates each pupil's performance, knowledge, and skills.
6.	Instructs pupils in the use of eye protection and safety guards, and in the use, care, and safe operation of tools, machines, and equipment; maintains control of storage and use of school-owned property; makes minor adjustments and requests repairs to tools and equipment; establishes and maintains standards of pupil behavior needed to provide an orderly, safe and productive environment.

7.	Keeps informed of job entry requirements of the career field and gives instruction to pupils in the rudiments of getting and retaining these jobs.
8.	Selects and requisitions instructional aids and equipment, maintains required inventory records, makes purchases as authorized; maintains professional competence through in-service education activities.
9.	Communicates with parents and school counselors on the individual pupil's progress; identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve problems; supervises pupils in non-instructional activities during the assigned working day. Facilitates home-school communication by such means as holding conferences, telephoning, and sending written communications.
10.	Participates in curriculum and other developmental programs; participates in faculty committees and may be asked to sponsor student activities. Attends school and district-level professional learning activities as directed.
11.	Maintains an active local school advisory committee for the curriculum area.
12.	Meets expectations according to the regular high school teacher job description.
13.	Maintains prompt and professional communication with parents. Provides classroom environment, which promotes active learning in subject area.
14.	Sponsors the local chapter of SkillsUSA or Technology Student Association. Encourages and assists students in regional, state, and national competition preparation. Maintains all requirements as outlined by SkillsUSA or Technology Student Association to retain charter.
15.	Manages and maintains program facilities and equipment.
16.	Maintains manufacturing credentials, license, and/or certification.
17.	Adheres to all state guidelines required for the implementation of a successful program. Follows all county, state, and federal policies and procedures. Follows professional ethics in all work-related activities.
18.	Avoids behaviors that detract from staff morale.
19.	Completes the requirements to obtain and maintain industry certification.
20.	<p>Completes twenty (20) additional days of career related instructional training that may include but are not limited to the following activities:</p> <ul style="list-style-type: none"> • Regional, State, and National SkillsUSA Competitions • Camp TNI • Georgia Association for Career and Technical Education Summer Conference • Business Externship • LEAD CTAE Professional Development • Teacher certification attainment • Local and/or state officer training • TIEGA Board Membership • Georgia SkillsUSA Board Membership • Georgia Technology Students of America Board Membership • Industry Certification Trainings
21.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____