

# DeKalb County School District

## Position Specification

Title: Teacher, Technical Occupational/Vocational Education

<b>DIVISION</b>	School-Based		
<b>DEPARTMENT</b>	School-Based		
<b>REPORTS TO</b>	Principal; Coordinator of Career Technology		
<b>CLASSIFICATION</b>	Teacher	<b>GRADE</b>	E01 & Above
<b>CALENDAR</b>	10 Month	<b>FLSA</b>	Exempt
<b>RETIREMENT</b>	Teachers Retirement System	<b>APPROVED (HR)</b>	07/02/2012

### General Statement of Job

Provides quality instruction and implements the work-based curriculum for assigned students; establishes, fosters, facilitates and maintains a safe and secure classroom environment that is conducive to learning in the following fields: Architectural Drawing and Design, Automotive Service Technology, Aviation, Barbering, Collision Repair, Construction, Cosmetology, Electronics Technology, Esthetics, Granite Technology, Manufacturing and Engineering Sciences, Nails, Precision Machine Technology, Sheet Metal, and Welding Technology.

### Specific Duties and Responsibilities

#### Essential Functions:

The following duties are representative for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Teaches grade relevant, subject matter specific and mandated curriculum.
- Prepares lesson plans, instructional aids, and supplemental teaching materials.
- Assesses documents and prepares reports such as achievement progress, grade and classroom performance, and attendance.
- Participates in student development and achievement related conferences with parents, students, counselors, teachers, principal, and/or administrators.
- Performs general instruction coordination duties such as ordering materials, attending meetings, and engaging in various forms or correspondence.
- Attends professional learning sessions and/or required conferences.
- Performs other duties as assigned.

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*\*\*In accordance with the Georgia Professional Standards Commission, guidelines governing Career and Technical Specializations certification; an applicant's suitability for this position should be based upon a combination of occupational experience, industry licensing and assessments, and formal study. Upon the receipt of the initial 3 year Induction certificate, the educator must affiliate with and complete a GaPSC-approved CTAE program offered as New Teacher Institute (NTI) or Georgia Teacher Academy for Preparation and Pedagogy (GATAPP) programs in order to convert to the Professional certificate. (505-2-90)*

### **Minimum Education, Experience, Certificates, Licenses, Permits:**

#### **Architectural Drawing and Design:**

Associate's degree or equivalent completed college coursework from a Professional Standards Commission approved accredited college or university is preferred. High school diploma or GED equivalent with minimum of two (2) years of occupational work experience in the field is required.

Must meet or exceed a score of 50 on the written portion and 78 on the performance portion of the NOCTI Job Ready Assessment in Architectural Drafting.

#### **Automotive Service Technology:**

Associate's degree or equivalent completed college coursework from a Professional Standards Commission approved accredited college or university is preferred. High school diploma or GED equivalent with minimum of two (2) years of occupational work experience in the field is required.

Valid certification from the National Institute for Automotive Service Excellence (ASE) in one of the following is required:

Automobile & Light Truck Certification (Series A), in all four of the areas of: Suspension and Steering (A4); Brakes (A5); Electrical/Electronic Systems (A6); and Engine Performance (A8); or Auto Maintenance and Light Repair Certification (Test G1)

#### **Aviation Maintenance:**

Associate's degree or equivalent completed college coursework from a Professional Standards Commission approved accredited college or university is preferred. High school diploma or GED equivalent with minimum of two (2) years of occupational work experience in the field is required.

Valid airframe and power plant mechanic certification from the Federal Aviation Administration (FAA) is required.

#### **Barbering:**

Associate's degree or equivalent completed college coursework from a Professional Standards Commission approved accredited college or university is preferred. High school diploma or GED equivalent with minimum of two (2) years of occupational work experience in the field is required.

Valid Barber license issued by the Georgia Board of Barbers is required.

#### **Collision Repair:**

Associate's degree or equivalent completed college coursework from a Professional Standards Commission approved accredited college or university is preferred. High school diploma or GED equivalent with minimum of two (2) years of occupational work experience in the field is required.

Valid certification from the National Institute for Automotive Service Excellence (ASE) in the Collision Repair and Refinish Certification Series in the following areas is required: Painting and Refinishing (Test B2) and Non-Structural Analysis and Damage Repair (Test B3).

#### **Construction: Carpentry, Electrical, Masonry, Plumbing and Heating, Ventilation, Air Conditioning & Refrigeration (HVACR):**

Associate's degree or equivalent completed college coursework from a Professional Standards Commission approved accredited college or university is preferred. High school diploma or GED equivalent with minimum of two (2) years of occupational work experience in the field is required.

One of the following criteria is required: Valid Level IV certificate in Carpentry, Electrical, HVAC or Plumbing issued by the National Center for Construction Education and Research (NCCER); Valid Level III certificate in Masonry

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issued by NCCER; Valid Contractor license issued by the Georgia Board of Construction Industry; or Valid Contractor license from the Georgia State Licensing Board for Residential and General Contractors; or Must meet or exceed a score of 70 on the knowledge-based test and skills demonstration portions of the National Construction Career Test for Electrical, Heavy Equipment Operations (Backhoes, Dozers, Excavators, Loaders, Motor Graders, Rollers, Scrapers), HVAC, and Masonry.

Must meet or exceed a score of 75 on the knowledge-based test and skills demonstration portions of the National Construction Career Test for Carpentry.

Must meet or exceed a score of 76 on the knowledge-based test and skills demonstration portions of the National Construction Career Test for Heavy Equipment Operations (Forklifts V2, Dump Trucks).

### **Cosmetology:**

Associate's degree or equivalent completed college coursework from a Professional Standards Commission approved accredited college or university is preferred. High school diploma or GED equivalent with minimum of two (2) years of occupational work experience in the field is required.

Valid Master Cosmetologist or Cosmetology Instructor license issued by the Georgia State Board of Cosmetology is required.

Associate's degree or equivalent completed college coursework from a Professional Standards Commission approved accredited college or university is preferred. High school diploma or GED equivalent with minimum of two (2) years of occupational work experience in the field is required.

Either valid Associate Electronics Technician (CETa) certificate issued by the Electronics Technicians Association, International; or valid Level IV certificate in Electronic Systems Technician from the National Center for Construction Education and Research (NCCER) is required.

### **Esthetics:**

Associate's degree or equivalent completed college coursework from a Professional Standards Commission approved accredited college or university is preferred. High school diploma or GED equivalent with minimum of two (2) years of occupational work experience in the field is required.

Valid Esthetician or Esthetician Instructor license issued by the Georgia State Board of Cosmetology is required.

### **Granite Technology:**

Associate's degree or equivalent completed college coursework from a Professional Standards Commission approved accredited college or university is preferred. High school diploma or GED equivalent with minimum of two (2) years of occupational work experience in the field is required.

### **Manufacturing and Engineering Sciences:**

Associate's degree or equivalent completed college coursework from a Professional Standards Commission approved accredited college or university is preferred. High school diploma or GED equivalent with minimum of two (2) years of occupational work experience in the field is required.

Valid Level IV certificate in Industrial Maintenance Electrical & Instrumentation Technician issued by the National Center for Construction Education and Research (NCCER) or valid Certified Manufacturing Technologist or Certified Manufacturing Engineer certificate issued by the Society of Manufacturing Engineers (SME) is required.

### **Nails:**

Associate's degree or equivalent completed college coursework from a Professional Standards Commission approved accredited college or university is preferred. High school diploma or GED equivalent with minimum of two (2) years of occupational work experience in the field is required.

Valid Nail Technician or Nail Technician Instructor license issued by the Georgia State Board of Cosmetology is required.

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### **Precision Machine Technology:**

Associate's degree or equivalent completed college coursework from a Professional Standards Commission approved accredited college or university is preferred. High school diploma or GED equivalent with minimum of two (2) years of occupational work experience in the field is required.

One of the following criteria is required: Valid credentials in Machining Level 1 and either Metal forming Level 1 or Metal Stamping Level 2 issued by the National Institute for Metalworking Skills, Inc. (NIMS); or Must meet or exceed a score of 60 on the written portion and a score of 87 on the performance portion of the National Occupational Competency Test (NOCTI) in precision machining.

### **Sheet Metal:**

Associate's degree or equivalent completed college coursework from a Professional Standards Commission approved accredited college or university is preferred. High school diploma or GED equivalent with minimum of two (2) years of occupational work experience in the field is required.

Valid Level IV certification in Sheet Metal issued by the National Center for Construction Education and Research (NCCER) or Precision Sheet Metal Operator Certification issued by the Fabricators & Manufacturers Association, International (FMA) is required.

### **Welding Technology:**

Associate's degree or equivalent completed college coursework from a Professional Standards Commission approved accredited college or university is preferred. High school diploma or GED equivalent with minimum of two (2) years of occupational work experience in the field is required.

One of the following criteria is required: Valid Certified Welding Educator certificate issued by the American Welding Society (AWS); or valid Level III certificate in Welding issued by the National Center for Construction Education and Research (NCCER); or Must meet or exceed a score of 60 on the written portion and a score of 87 on the performance portion of the National Occupational Competency Test (NOCTI) in Welding; or must meet or exceed a score of 75 on the Knowledge-Based Test and Skills Demonstration portions of the National Construction Career Test in Industrial Ironworker V3 offered by NCCER is required.

### **Knowledge, Skills & Abilities:**

**Knowledge of curriculum guidelines for the school system and state requirements; standardized testing in accordance with school district policies and state laws; DCSD policies, industry/field-specific regulations, guidelines, and practices; programs and procedures pertinent to learning disabilities, child and substance abuse, and social adjustment.**

**Skill in industry/field-specific techniques and methods, effective oral, written, and interpersonal communication; preparing assignments and tests for in-school preparation and homework; maintaining order in a classroom setting; administering the school system's discipline policies; counseling students with academic difficulties and behavioral problems.**

**Ability to plan and develop course of study suitable for specific grade levels; develop lesson plans incorporating lectures, projects, group discussions, exhibits, field trips, audiovisual and library resources, computers and the internet; continue completion of professional courses according to school district and state guidelines, demonstrate patience and appropriate, professional demeanor when interacting with students, especially while presenting information to students that is new or unfamiliar.**

### **ADA Requirements:**

**Light Work:** Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm

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**Reaching:** Extending hand(s) and arm(s) in any direction.

**Fingering:** Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

**Talking:** Expressing or exchanging ideas by means of the spoken word. One must have the ability to convey detailed or important spoken instructions to others accurately, loudly, or quickly.

**Hearing:** Ability to receive detailed information through oral communication; and to make fine discrimination in sounds, such as when making fine adjustments on machined parts with or without correction.

**Vision:** The ability to perceive the nature of objects by the eye. Acuity (near and far vision), depth perception (three dimensional vision), accommodation (adjustment of lens to eye to bring an object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to distinguish and identify colors) are required factors.

**Repetitive Motions:** Substantial movements (motions) of the wrists, hands, and/or fingers.

### **Performance Factors:**

**Interaction with Others:** Ability to maintain, on a regular and consistent basis, relationships that are not characterized by high levels of hostility, social withdrawal or failure to communicate. Ability to be flexible in situations relative to daily routines. Ability to demonstrate sensitivity to the differences among diverse populations.

**Concentration:** Ability to maintain workflow and thought processes in the presence of frequent distractions. Ability to ignore irrelevant sights or sounds and intrusive thoughts or stimuli. Ability to manage multiple tasks simultaneously with only few or no errors.

**Stressful Circumstances:** Ability to produce quality work when short or unexpected deadlines are presented. Ability to adjust work processes without incident when new and unexpected directions are given relative to a project that may be in process. Ability to maintain composure and not compound a situation when interacting with persons who may be angry, demanding or otherwise less than polite.

**Independent Judgment:** Ability to complete work tasks without being given procedure directions relative to works steps or the final project.

**Decision Making:** Ability to make appropriate business decisions.

**Organizational Skills:** Ability to establish priorities; simultaneously manage multiple tasks; and deliver a quality work product by a designated deadline.

**Attention to Detail:** Ability to recognize errors or layout features that detract from the physical attractiveness or accuracy of a work product.

**Public Contact:** Ability to communicate professionally and effectively, both verbally and in writing, with superiors, colleagues, and other individuals within and external to the school district. Ability to demonstrate professionalism while interacting with others and to maintain constructive working relationships.

**Attendance and Dependability:** Ability to be depended on to report to work at the scheduled time and to seldom be absent from work. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.