

# Sonora Union High School District

100 School Street • Sonora, California 95370

## Job Description

**POSITION TITLE:** Agricultural Welding and Fabrication Instructor

**SALARY PLACEMENT:** Certificated Salary Schedule

**MINIMUM QUALIFICATIONS- EDUCATION AND/OR TRAINING:** Possess a California Single Subject Credential in Agriculture. Possess or qualify for a California Designated Subject Vocational Education Teaching Credential authorizing instruction in Manufacturing Technology: Welding and Metal Fabrication; three years work experience in the field of Manufacturing Technology, Welding and Metal Fabrication highly preferred. To qualify for a vocational credential, the minimum requirement is verification by previous employers of five years of full-time, paid or unpaid, work experience directly related to each subject to be named on the credential. Forty-eight semester units, or the equivalent, or post-secondary vocational training related to the subject named on the credential and verified by official transcript may be substituted for a maximum of two of the five years of experience. One year of the required work experience shall be within the three years immediately preceding the issuance of the credential.

**DESIRABLE QUALIFICATIONS- EDUCATION AND/OR TRAINING:** Possess experience and certification in welding and metal fabrication relative to agriculture. Education in teaching is desired. Knowledge of instruction, appropriate teaching strategies, classroom management, and assessment techniques preferred.

**MINIMUM EXPERIENCE:** Three years of full time work experience in the metal fabrication and welding industry highly preferred. Experience in the agriculture industry highly preferred.

**DESIRABLE EXPERIENCE:** Experience or training working with youth and adults as a volunteer or in paid situations, and in career counseling or mentoring. Experience in developing contacts with employers and providing leadership of committees and projects.

**SKILLS AND ABILITIES:** Responsible for the development, implementation, management and teaching of Manufacturing Technology: Welding and Metal Fabrication curriculum. The instructor will be responsible for developing students' skills, knowledge, and attitudes commensurate to the goals of the program and effectively using materials and equipment to meet goals. Knowledge of effective instructional methods and techniques which are used in assisting persons to gain the skills needed for entry level positions in Manufacturing Technology: Welding and Metal Fabrication; specific skills, knowledge and attitudes needed for achieving employment in this field; knowledge of employment trends in Manufacturing Technology: Welding and Metal Fabrication; ability to follow instructions and work independently without constant supervision; skill to develop program goals and student performance objectives; analyze and evaluate outlined performance objectives; interpersonal skills to gain the interest, respect, and cooperation of students; problem solving skills to analyze instructional situations accurately and adopt an effective course of action to obtain maximum learning; ability to implement behavior modification techniques into practical situations; ability to communicate effectively; skill to effectively use and operate audio-visual and other equipment normally used for instructing this occupation.

**SUMMARY OF POSITION:** Under the direction of the Director of the Regional Occupational Program, the instructor is responsible for instruction and training that will prepare the student for entry level employment in welding, metal fabrication and agriculture. The instructor will be responsible for developing student skills, knowledge and attitudes commensurate to the goals of the program and effectively using materials and equipment to meet goals.

**ESSENTIAL FUNCTIONS:** Essential functions may include, but are not limited to:

1. Define weekly work assignments and priorities for program students and oversee the monitoring of students' time on assigned projects in a shop environment.
2. Support the leadership development and counseling goals of the program through appropriate activities and processes.
3. Enforce safety procedures.
4. Complete job reports – daily, accident, tool checklist, and attendance.
5. Utilize a variety of effective and professional teaching techniques and methods, which assist student(s) in attaining the performance objectives of the course.
6. Annually prepare and submit a course of study including program objectives, student performance objectives and daily lesson plans.
7. Annually prepare and submit a program budget and is responsible for making requests for materials and supplies, not to exceed the amount and types of expenditures set forth in the program's approved budget.
8. Submit a report at the completion or termination of a student's training of the total number of hours of training the student received and the related skills achieved.
9. Assist in student placement activities.
10. Submit all forms and information needed for attendance accounting and grade reporting.
11. Establish an advisory committee which will include representatives from related business, industry, labor, professional organizations, and other public and/or private agencies providing the same or related training and hold a minimum of one meeting during each school year.
12. Attend staff meetings and other meetings as required by the Director.
13. Observe the administrative policies for credentialed personnel as set forth by the Sonora Union High School District and the Yosemite ROP.
14. Instruct students in resume writing and interview techniques.
15. Possession of a valid California driver's license and/or be able to provide own transportation in conduct of work assignments.
16. Perform other related duties as required by the Director.

**PHYSICAL REQUIREMENTS:** Employees in the position must have the ability to:

1. Stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 40 pounds to waist height.
7. Operate a vehicle in the course of carrying out assigned duties.

**WORK ENVIRONMENT:** Employees in this position will be required to work indoors in a standard shop environment and outdoors, and come in direct contact with school staff, district staff and the public.

Board Adopted: January 18, 2011