



# Longview Independent School District

## JOB DESCRIPTION TEACHER – PRECISION METAL MANUFACTURING

<b>JOB TITLE:</b>	Teacher - Precision Metal Manufacturing	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Director of East Texas Advanced Manufacturing Academy	<b>TERMS:</b>	187 Days
<b>DEPARTMENT:</b>	East Texas Advanced Manufacturing Academy	<b>PAY GRADE:</b>	Teacher Pay Schedule

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### PRIMARY PURPOSE:

Provide students with appropriate learning activities and experiences to enable them to excel in both careers and academics; provide students with industry based instruction that develops competencies leading to postsecondary education and/or employment

### QUALIFICATIONS:

#### Minimum Education/Certification:

Associate's or Bachelor's degree from an accredited college or university

Valid Texas teaching certificate with required endorsements or required training for subject and level assigned

Demonstrated competency in the Career and Technology subject area assigned

#### Special Knowledge/Skills:

- Specific knowledge of subjects assigned
- General knowledge of curriculum and instruction
- Ability to instruct students and manage their behavior
- Strong organizational, communications, and interpersonal skills

#### Minimum Experience:

Three years of wage earning experience in the related Career and Technology field  
At least one year of field experience (student teaching) or approved internship



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## **JOB DESCRIPTION** **TEACHER – PRECISION METAL** **MANUFACTURING**

### **MAJOR RESPONSIBILITIES AND DUTIES:**

1. Develop and implement lesson plans that fulfill the requirements of district's curriculum program and show written evidence of preparation as required
2. Prepare lessons that reflect accommodations for differences in student learning styles
3. Present the subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations
4. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned
5. Conduct assessments of student learning styles and use results for instructional activities
6. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP)
7. Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements
8. Plan and supervise assignments of teacher aide(s) and volunteer(s)
9. Use technology to strengthen the teaching/learning process
10. Help students analyze and improve study methods and habits
11. Conduct ongoing assessment of student achievement through formal and informal testing
12. Establish and maintain area related Career Technology Student Organization (CTSO)
13. Be a positive role model for students; support mission of school district
14. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students
15. Manage student behavior in accordance with Student Code of Conduct and student handbook



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

16. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities
17. Assist in selection of books, equipment, and other instructional materials
18. Establish and maintain open lines of communication by conducting conferences with parents, students, principals, and teachers
19. Maintain a professional relationship with all colleagues, students, parents, and community members
20. Use effective communication skills to present information, accurately and clearly
21. Participate in the district staff development program
22. Keep informed of and comply with state, district, and school regulations and policies for classroom teachers
23. Demonstrate behavior that is professional, ethical, and responsible
24. Compile, maintain, and file all physical and computerized reports, records, and other documents required
25. Attend and participate in faculty meetings and serve on staff committees as required
26. Provide rigorous and relevant instruction on hands-on curriculum in the content area and general work-place readiness
27. Integrate soft-skills in to competency-based activities
28. Maintain a current and accurate inventory of all equipment, tools, and supplies
29. Assist in providing information to community groups and parent concerning Career and Technical Education
30. Work to establish and maintain open lines of communication with students, their parents, as well as business and industry concerning student performance



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### **MAJOR RESPONSIBILITIES AND DUTIES: (continued)**

31. Participate in the campus Business Advisory Board
32. Participate in the recruitment of students for the Career and Technology program
33. Comply with district policies, as well as state and federal laws and regulations
34. Adhere to the district's safety policies and procedures
35. Maintain confidentiality in the conduct of district business
36. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
37. Demonstrate regular and prompt attendance
38. Other duties as assigned

### **SUPERVISORY RESPONSIBILITIES:**

Supervise assigned teacher aide(s) as required

### **EQUIPMENT USED:**

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

### **WORKING CONDITIONS:**

#### **Mental Demands:**

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data



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### WORKING CONDITIONS: (continued)

#### Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

### EVALUATION:

Teacher Evaluation and Support System (T-TESS)

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ESTABLISHED/REVISED: August, 2018