



**GENESEE INTERMEDIATE SCHOOL DISTRICT**  
**Human Resources and Operations**

***Employee Job Description***

**Job Title:**      **Instructor for Drafting & Design Technology/Architectural**      **CIP Code: 15.1301**

**Summary:**

The GISD Instructor for Drafting & Design Technology/Architectural is responsible for leading the instructional program and implementing activities for high school students working toward careers in drafting & design technology/architectural. The instructor is responsible for meeting the unique needs of the students assigned to the program and prepares students for careers in drafting & design technology/architectural professions.

**Essential Duties:**

1. Teaches the state approved standards for CIP Code 15.1301.
2. Divides the course content into 12 segments.
3. Delivers instruction in all 12 segments during the first year.
4. Completes crosswalks for all foundation skills.
5. Organizes and facilitates a minimum of 2 advisory committee meetings each year.
6. Provides a work-based experience for each student each year.
7. Provides CTSO experiences for all students.
8. Update the CIP Self-review each year.
9. Updates/revises curriculum each year.
10. Keep teacher certification current through local, state and national professional development opportunities.
11. Use Career and Technical Education Management Application software (CATEMA) for articulation.
12. Assesses and measures student growth.
13. Follows GISD procedures and policies for classroom management and safety.
14. Assumes responsibility for classroom materials, equipment and facility.
15. Attend Career-Technical Education Area Center functions and events.

**Other Duties:**

1. Actively participates on the school improvement team.
2. Represents Genesee Intermediate School District at various local, regional and state functions.
3. Participate in graduation and awards programs.
4. Performs other related duties as assigned by the principal.

**Qualifications:**

**Education:** Bachelor's degree or higher preferred. Valid Michigan vocational certification in related pathway or be eligible for Interim Occupational Certificate with bachelor's degree and a minimum 4,000 recent and relevant hours of work experience in the field within the past six years.

**Experience:** Minimum three (3) years successful teaching experience at the secondary level preferred.

**Skills/Other:** Demonstrates appropriate teaching strategies for all students. Demonstrates an understanding of adolescent developmental patterns. Demonstrates a commitment to GISD mission, purpose, belief statements and learning principles. Possesses a strong working knowledge of subject matter and current research on learning. Possesses a high level of skill in developing stimulating student assignments and varied student assessment vehicles. Possesses an ability to develop and reinforce a positive self-concept in each student. Exhibits self-control, mature judgment, congeniality, and ethical standards in all working relationships. Ability to communicate effectively

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both orally and in written communications. Ability to utilize district technology and work to maintain proficiency, as required skill sets change with technology and/or the needs of the district. Ability to assess and determine the appropriate use of a variety of student standards in all working relationships. Demonstrated mental/physical ability and stamina for meeting the essential duties of the position. Punctuality and good attendance are requirements for the position. Ability to exercise good judgment and make decisions in accordance with GISD board policies and established administrative guidelines.

**Special Job Considerations****Certification:** Required ☒ Not Required ☐ Desirable**Type of Certification:** Administrative ☐ Teacher ☒ Other Valid Michigan vocational certification**Bargaining Unit Position:** GIEA ☒ GIESPA ☐ None ☐**Salary Schedule:** Certificated Salary Schedule**Immediate Supervisor:** Principal**Supervision:****Date:** July 1, 2013**Approved:** \_\_\_\_\_

MRM;mlm

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