



NEW CASTLE COUNTY VOCATIONAL-TECHNICAL SCHOOL DISTRICT

JOB DESCRIPTION

POSITION: TECHNICAL DRAFTING & DESIGN INSTRUCTOR

QUALIFICATIONS:

Work experience and education that meets DE DOE Certification requirements for Skilled and Technical Sciences Instructor.

Six years experience in a drafting and design related field. Experience with AutoCad, Revit, and Solidworks preferred.

LOCATION: St. Georges Technical High School

REPORTS TO: Assistant Principal

RESPONSIBILITIES:

Provide classroom instruction in Technical Drafting & Design to high school Technical Drafting & Design students.

PERFORMANCE RESPONSIBILITIES:

1. Provide instruction to students, grades 9-12, in the Technical Drafting & Design career program using traditional, mechanical, architectural, and computer-aided drafting and design techniques.
2. Provide a relevant instructional program that will prepare students to obtain certification in the software being taught and prepare them for an entry-level position in industry.
3. Be accountable for evaluation of student progress.
4. Develop, update, and maintain individualized instructional programs for students.
5. Develop and maintain a plan for active involvement in SkillsUSA and participate in other technical competitions.
6. Maintain accurate attendance, grades, and other necessary records.
7. Work with the career advisory committee to ensure curriculum is current and relevant and that it is serving the needs of our students.
8. Follow budgeting procedures, including requisition supplies and other equipment for proper functioning of the career area.
9. Perform other duties as assigned by the principal or designee.