



<b>JOB TITLE:</b>	<b>Architectural Design Teacher</b>
<b>CLASSIFICATION</b>	Certified Staff
<b>ASSIGNMENT:</b>	High School
<b>REPORTS TO:</b>	Director of Secondary/Principal
<b>CONTRACT:</b>	Limited Full-Time (185 Days)

### **Position Overview**

*Our Architectural design teacher focuses on bridging the gap between academic theory and practical industry skills through teaching students to use standard software like AutoCAD and Revit, read blueprints, and create 3D models. They guide students toward industry certifications and prepare them for careers in architecture or engineering.*

### **Key Responsibilities:**

- Responsible for ensuring successful academic and personal development of students through didactic and laboratory instruction by creating a classroom environment which fosters students' academic growth and guides their professional development.
- Proficiency in standard industry software like AutoCAD, Solidworks, or Revit. Ability to teach NCCER and Drone Pilot credentials.
- Creating and maintaining relationships with students and co-workers.
- Supervising students in the classroom and lab environments.
- Provide classroom instruction, including lectures, testing, classroom and lab supervision as assigned.
- Develop a course syllabus and provide an approved copy to all invested parties.
- Prepare and utilize approved lesson plans and examinations.
- Prepare student progress reports and grade reports.
- Maintain accurate and timely attendance records.
- Assist in the development and evaluation of curricula, philosophy, and objectives of the program.
- Implement evaluation devices of student learning to measure progress and competency.
- Upholds Board policies and follows administrative procedures.
- Promotes a favorable image of Auburn Career Center.
- Recommends program modifications and equipment purchases.
- Develops rules/procedures that promote the proper use and care of equipment.
- Prepares assigned instructional areas. Requisitions essential supplies. Performs equipment safety inspections. Ensures that supplies and equipment are stored properly.
- Implements effective student management procedures. Maintains high standards and upholds the student conduct code.
- Varies instructional techniques to address individual learning styles.
- Participates in staff meetings and professional growth opportunities.

- Maintain professional qualifications through participation in continuing education programs, in-service training, and academic courses.
- Use technology in classroom instruction and embed technology into student learning
- Perform other duties as required by the Secondary Director/Principal or Superintendent

**Qualifications:**

- Candidate must have a valid Ohio Department of Education License or ability to obtain with teaching field 171300- Drafting Occupations
- A minimum of 5 years related experience in the Architectural or Computer Aided Design Field.
- Effective organizational, planning and project management skills.
- Ability to identify, evaluate, and implement program options, auxiliary services, and curricular materials that support the diverse learning needs of students.
- Must be able to communicate well and work collaboratively.
- Proficiency in operating office equipment and using modern office technology, including Google Workspace, Microsoft Office, internet browsers, and virtual meeting platforms.

**Drug-Free Workplace Requirement**

- Employees shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his or her employment in the District in accordance with Board policy.

**Abilities Required**

The following characteristics and physical skills are essential for successfully performing assigned duties.

- Demonstrates strong interpersonal, communication, and relationship-building skills.
- Maintains confidentiality and professional ethics.
- Demonstrates strong organizational, time management, and documentation skills.
- Demonstrates adaptability and professionalism in a fast-paced school environment.

**Working Conditions** (*typical of the environment; accommodations may be available, if requested*).

Exposure to the following situations may range from remote to frequent, depending on circumstances and unpredictable factors.

- Duties may require lifting, carrying, and moving work-related supplies/equipment up to 60 lbs.
- Duties may frequently or occasionally require performing repetitive tasks quickly, using fingers and hands.
- Duties may require frequent or occasional use of the computer keyboard and monitor.
- Duties may frequently require standing, reaching, bending, crouching, and/or kneeling.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to blood-borne pathogens and communicable diseases.

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**Employee**

**Date**

*Board Approved:*