

NORTHERN CHEYENNE TRIBAL SCHOOL JOB ADVERTISEMENT

POSITION: Industrial Art Teacher

SALARY: DOE

DEPARTMENT: NCTS

ACCOUNTABLE TO: PRINCIPAL

**OPENING DATE: February 28, 2018 CLOSING DATE: OPEN UNTIL
FILLED**

DEFINITION

To develop in each pupil an insight and understanding of industry and its place in our society; to discover and develop talents of pupils in the technical fields' to develop practical problem-solving skills related to the materials and processes of industry; to develop in each pupil skill in the safe use of tools and machines.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Teaches skills and knowledge in one or more courses in auto mechanics, drafting, electricity, electronics, metals, machine shop, graphics arts, photography, woodworking, power mechanics, or general shop to secondary pupils, utilizing course of study adopted by the Board of Education and other appropriate learning activities.
- Instructs pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
- Develops lesson plans and organizes class time so that preparation, instruction, shop work, and clean-up activities can be accomplished within the allotted time.
- Demonstrates industrial materials, equipment, tools and processes, using standard or teacher-prepared models, mock-ups, sketches, and other instructional aids.
- Guides pupils in selection of appropriate elective projects or experiments.
- Makes an auditable record of student attendance and makes daily reports of students absent each period.
- Instructs pupils in use of eye protection and safety guards, and in the use, care, and safe operation of tools, machines, and equipment.
- Maintains control of storage and use of school-owned property. Makes minor adjustments and requests repairs to tools and equipment as required.
- Establishes and maintains standards of pupil conduct needed to provide an orderly, safe, and productive environment in an activity-type classroom with many potential hazards.

- Keeps informed of the industrial community's job entry requirements and instructs pupils in the rudiments of getting and retaining these jobs.
- Evaluates each pupil's performance, knowledge, and skills in course being taught.
- Selects and requisitions instructional aids and equipment; maintains required inventory records, makes purchases as authorized.
- Maintains professional competence through in-service education activities provided by the district, and/or in self-selected professional growth activities.
- Participates cooperatively with the appropriate administrator to develop the method by which he/she will be evaluated in conformance with district guidelines.
- Communicates with parents and school counselors on pupil progress.
- Identifies pupil needs and cooperates with other professional staff members in helping pupils solve health, attitude, and learning problems.
- Supervises pupils in out-of-classroom activities during the assigned work day.
- Participates in curriculum and other developmental programs.
- Participates in faculty committees and sponsorship of student activities.
- Performs other duties as many, from time to time be assigned by the supervisor.

QUALIFICATIONS:

- Valid Montana Teacher Certification or License authorizing service in grade levels and areas assigned.
- Bachelor's Degree with major or minor in industrial arts
- Demonstrable skill and dexterity in working with tools, materials, and machines
- Highly Qualified Status, if applicable, as determined by the OPI

PERSONAL QUALITIES:

Appearance, grooming and personality which establish a desirable example for students. Ability to meet School standards for physical and mental health. Above-average recommendations from student teaching supervisors and other professionals who have observed the characteristics, scholastic attainment and classroom performance of the teacher.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

HOW TO APPLY: Submit completed NCTS certified application, current Resume', Three (3) letters of recommendation (dated within one year) along with official transcripts to Northern Cheyenne Tribal School, Human Resources, Box 150, Busby Mt. 59016 or e-mail Human Resources ilenespang@nctsk12.com.