

JOB TITLE

Electronics Teacher

REPORTS TO: Associate Principal

DEPARTMENT: Vocational

JOB DESCRIPTOR: J81

SCHEDULE: R

DATE: July 1, 1993

NON-EXEMPT X

NATURE AND SCOPE OF JOB:

The purpose of a teacher's job is to teach students to read, write, problem solve, compute, how to find information, how to think, how to work with others and to meet all district-required curriculum objectives.

JOB FUNCTIONS:

ESSENTIAL FUNCTIONS:

1. Plans and implements a program of study that meets individual needs, interests and abilities within the CCSD curriculum.
2. Uses effective teaching techniques and materials to implement curriculum objectives and goals.
3. Writes weekly lesson plans describing daily learning experiences, correlated to curriculum objectives.
4. Monitors and assesses student progress and provides feedback on a regular basis to students and parents/guardians.
5. Diagnoses, instructs, and evaluates specific students' needs and seeks assistance of specialists as needed.
6. Communicates aims/objectives to students in well-planned, organized manner in clear, concise terms.
7. Creates a classroom environment conducive to learning and appropriate to the maturity of the students.
8. Assists administration in implementing all policies, regulations, and rules of CCSD.
9. Creates educational experiences to provide students with opportunities to develop potential in self-esteem, personal-social adjustment, decision making, and other life skills.
10. Promotes and follows adopted Campbell County School District philosophy and policies and administrative procedures.
11. Communicates concerns and ideas with colleagues, parents, students, and community in a

positive manner.

12. Assumes legal responsibilities for supervision of students on school property or in attendance at school-sponsored activities.
13. Strives to maintain and improve professional competence.
14. Assumes individual responsibilities assigned by the principal/supervisor which may relate to committee work, student activities, student supervision, or other planning and professional assignments.
15. Maintains accurate, complete, legible and correct records as required by law, CCSD policy and administrative regulation.
16. Takes necessary precautions to protect students, equipment, materials, and facilities.
17. Conducts oneself in a business-like and task-oriented manner.
18. Strives to be a good employee as well as an effective teacher.

OTHER FUNCTIONS:

1. Attends and supervises curriculum oriented field trips.
2. Attends parent and staff meetings.
3. Keeps informed by reading memos.
4. Responds to requests for information in a timely manner.

--EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL FUNCTIONS OF THIS JOB--

JOB QUALIFICATIONS:

KNOWLEDGE, SKILLS AND MENTAL ABILITY:

- Possess a broad general knowledge of all subject areas with specific knowledge needed in contract areas.
- Possess group dynamics and interpersonal skills.
- Possess knowledge of psychological, emotional and educational behavioral development of children.
- Possess classroom management skills which include discipline as well as record keeping and assessment ability.
- Possess technological and computer skills.
- Possess problem solving, imagination, patience, reasoning, creativity, judgement, and analytical abilities.
- Possess a knowledge of electronic and shop equipment and how to properly use and maintain it.
- Possess a knowledge of electrical atomic theory, AC and DC circuit theory, solid state devices, electrical devices and controls, communication electronics, electrical machines, and digital electronic theory.

EDUCATION, LICENSE, CERTIFICATION OR FORMAL TRAINING:

- Possess all certificates required for the State of Wyoming.
- Possess at a minimum a Bachelor's Degree.
- Continue to pursue graduate level classes for professional growth.

EQUIPMENT USED:

Overhead Projector	Computer
Hand Shop Tools	Drill Press
Power Hand Tools	Grinders
Power Supplies	Signal Generator
Transformer	VOM Meters
AC Motors	Dual Trace Oscilloscopes
AMP Meters	AMP Probes
Calculator	Telephone
VCR	Movie Projector
Slide Projector	Laser Player

PHYSICAL DEMANDS:

- Ability to stand, walk, and sit for long periods of time without fatigue or discomfort.
- Ability to lift up to 50 pounds.
- Ability to push up to 200 pounds.
- Ability to pull up to 100 pounds.
- Ability to carry up to 15 pounds.
- Ability to stoop, kneel, crouch, reach, handle, finger, talk, hear, and see.

ENVIRONMENTAL DEMANDS:

- Be able to spend most of the time inside classrooms with some work outside in cold/hot weather.
- Be able to tolerate noise up to 1,100 decibels.

[Return to Home Page](#)