

North Decatur Jr.-Sr. High School

Position Title: Manufacturing Academy Instructor
Classification: Teacher, Full-time
Reports To: Principal, Superintendent

Department: Instruction

SUMMARY: The Industrial Integration Academy instructor will be responsible for the instruction and coordination of the Industrial Integration Academy at North Decatur High School.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Build strong, trusting relationships with high school students.
- Provide effective instruction to students in Advanced Manufacturing and other related courses.
- Effectively collaborate with multiple partners including South Decatur, industry partners, Ivy Tech Community College, related career and technical education teachers, and community stakeholders.
- Direct, develop and grow the Industrial Integration Academy.
- Maintain complete and accurate student records.
- Consult with parents regarding student academics and personal behavior as needed.
- Report suspected neglect or child abuse to appropriate authorities in a timely manner and effectively communicate such concerns with administration.
- Participate in staff meetings and professional development as assigned.
- Maintain confidentiality of privileged information.
- Carry out other essential duties, such as before and after school supervision duties as assigned by the building principal.
- All additional duties as assigned by the principal and/or superintendent.

SUPERVISORY RESPONSIBILITIES:

Carry out supervisory responsibilities in accordance with district policies and applicable laws. As Instructor of the Academy, additional employment responsibilities will be likely during the summer months. Additional compensation will be provided for days worked beyond the 181-day teaching contract.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Minimum of an associate degree with 5 years manufacturing experience, or an Indiana State Teaching license in a related Career and Technical Education area.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Indiana Teaching License or the willingness and ability to obtain an Indiana Workplace Specialist teaching license.

LANGUAGE SKILLS:

Exceptional ability to write grants, reports, business correspondence, and procedure manuals clearly and concisely using correct grammar, spelling, and punctuation. Ability to effectively present information and respond to questions from groups of administrators, teachers, students, and community. Ability to effectively speak in front of large groups.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts, such as fractions, percentages, ratios, and proportions to practical situations. Ability to prepare, project, monitor and revise budgets.

REASONING ABILITY:

Ability to use available information and develop realistic long term and short-term curriculum plans for the Industrial Integration Academy.

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.*

The noise level may vary depending upon the daily activities within the work environment, such as the number of people and equipment in the Industrial Integration Academy classroom and lab. Off-site visits to manufacturing facilities will occur and the noise level of those environments will vary. Personal protective devices to protect hearing may be necessary at the school facility and off-site manufacturing facility. The employee must constantly work to meet deadlines and build partnerships for the Industrial Integration Academy.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.