

Impact Institute

JOB DESCRIPTION

Division/Department:	Career and Technical Education
Job Title:	Computer Aided Drafting (CAD) Teacher
Reports to:	CTE Director
Job Goal:	To implement the State-approved CAD curriculum to prepare students with entry level knowledge and skill requirements in the CAD Field.
Qualifications:	Current teaching license or the ability to obtain a Workplace Specialist license using work experience and/or a college degree. An Associate's Degree or higher is preferred, but not required.
Type of Position:	Full-time, 185 days
Supervises:	N/A

Knowledge, Skills, & Abilities: Education and experience in the CAD field.

Performance Responsibilities:

- Demonstrate knowledge and abilities in the following software programs: AutoCAD, Inventor, Revit, and Solidworks. Also helpful to be familiar with Microsoft Office and Google Suite.
- Implement the CAD frameworks and program standards set by the Indiana Department of Education.
- Demonstrate instructional abilities in planning curriculum, establishing learning objectives, communication, and the ability to engage students.
- Evaluate students in theory and clinical practice.
- Effective written and verbal communication, with appropriate interactive skills dealing with students, peers and the community.
- Maintain school records effectively.
- Utilize learning resources such as media to implement competency-based education.
- Evaluate and update curriculum as needed.
- Encourage students to continue their educational process and assume responsibility for self-development.
- Teach students the occupational competencies necessary for employment.
- Prepare course competency based outlines for each instructional course or program.
- Prepare detailed lesson plans and shop/lab projects for all units of instruction.
- Supervise all student field experiences.
- Develop a schedule for each semester.

- Review and select instructional materials such as textbooks and audiovisual materials.
- Complete required requests for supplies and other instructional materials on a timely basis.
- Complete enrollment and follow-up reports.
- Maintain a clean and safe classroom and shop/lab environment.
- Recommend new and/or replacement equipment to be purchased for the program.
- Maintain proper inventory of all equipment and tools assigned to the program.
- Keep equipment functioning and in good working order by establishing an effective preventative maintenance system.
- Maintain an active advisory committee, which meets three to four times per year.
- Visit industry for the purpose of developing good rapport with potential employers.
- Take an active role in the advisement and counseling of students.
- Help students find employment or post-secondary opportunities in a field related to training.
- Fulfill the requirements of career license certification by attending specified classes and workshops.
- Attend faculty meetings and workshops.
- Perform other duties as assigned.

TERMS OF EMPLOYMENT: Wages and benefits shall be paid consistent with the DeKalb County Eastern Community School District's Collective Bargaining Agreement Compensation

Outline. Length of work year and hours of employment shall be those established by Impact Institute.