



Mancos School District
Staff Job Description

Title: Career & Technical Education (CTE) Welding/Manufacturing Trades Instructor	FLSA Status: exempt / non-exempt
Reports To: Principal/CTE director	Pay Range: refer to the salary schedule
Prepared/Revised Date: 1/10/24	Work Year: 2023-24

SUMMARY:

The Welding and Manufacturing Trades CTE High School Teacher is a full-time, nine-month position. The successful candidate will be responsible for instructing students in the areas of welding and construction, providing a comprehensive and engaging learning experience from introductory to advanced levels. Certifications are highly recommended but not required. Must be willing to obtain certifications once hired. CBI fingerprints and background checks required, no exceptions.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Listed below are the essential tasks performed to achieve the purpose of this job. The frequency of each task is listed as follows: **(D)** daily, **(W)** weekly, **(M)** monthly, **(Q)** quarterly, or **(A)** annually. Also listed is the percentage of time each task requires on an annual basis. The total, including the percentage allocated to "other duties as assigned," equals 100%.

Job Tasks Descriptions	Frequency	% of time
2. Teaching and Instruction: - Facilitate engaging lessons that cater to students' varying skill levels, fostering a positive and inclusive learning environment. - Incorporate and adhere to Project Based Learning protocols, providing students with real-world, hands-on experiences to enhance their understanding of welding and manufacturing concepts. - Implement current and continuously improve a dynamic curriculum and scope of work for welding and construction courses, ensuring alignment with state standards and industry requirements.	D	60%
4. Concurrent Enrollment Coordination: Collaborate with Pueblo Community College to offer concurrent enrollment opportunities, enabling students to earn college credits while completing high school courses.	D	20%
6. Safety Awareness: Emphasize and enforce safety protocols in the welding and construction workshops, ensuring a secure learning environment. Maintaining compliance with the Montezuma County Health Department and OSHA.	D	5%
7. Collaboration: Work closely with other CTE teachers, faculty, and administrators to integrate cross-disciplinary projects and promote a cohesive educational experience.	D	5%
8. Student Assessment: Implement various assessment strategies to evaluate student progress and provide timely feedback for continuous improvement.	Q	4%
12. Extra Duties: Accept and perform extra duties as assigned by the district, such as recess, cafeteria, etc.	D	5%
13. Perform other duties as assigned.	D	1%
	TOTAL =	100%



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EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in Education or significant experience in related fields. (Preferred not required)
- Welding, Manufacturing, and Construction certifications CTE certified instructor (or willingness to obtain with district assistance).
- Previous experience working with young adult learners. (Preferred not required)
- Familiarity with Project Based Learning methodologies. (Willingness to learn)
- Strong organizational and collaborative skills.

TECHNICAL SKILLS, KNOWLEDGE, AND ABILITIES:

- Excellent interpersonal skills and oral and written communication skills
- Strong decision making, analytical and organizational skills
- Ability to work with students with diverse needs at various levels
- Ability to work and build positive relationships with school staff, families, and youth
- Ability to communicate and coordinate with a variety of school and community groups
- Commitment to collaborating and progress monitoring with colleagues and partners to achieve desired results
- Be flexible and adaptable to a changing work environment while maintaining effectiveness and efficiency
- Ability to interact and work effectively and cooperatively in a team environment
- Maintain confidentiality of student information and records in compliance with confidentiality laws, including the Family Educational Rights and Privacy Act (FERPA)

LICENSES, REGISTRATIONS, OR CERTIFICATIONS:

- Must have a valid driver's license
- Must pass various pre-employment background screenings, required at entry

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Certified Welder, Manufacturing trades, and or Construction CTE certified instructor, Certified NCCR instructor (may obtain once hired) Field experience required.

REPORTING RELATIONSHIP AND DIRECTION/GUIDANCE:

- Reports to: Secondary Principal and CTE Director
- Direct Reports: Secondary Principal
- Required to attend two or more Professional development days a month.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

Budget Function	Responsibility			
	Sole	Participate	Recommend	Not Applicable
Develop a Budget				X
Administer a Budget		X	X	
Monitor a Budget		X	X	
Coordinate a Budget		X	X	
Initiate a Requisition		X	X	



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PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

PHYSICAL ACTIVITIES	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				x
Walk				x
Sit		x		
Use hands				x

PHYSICAL ACTIVITIES	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Reach with hands and arms			x	
Climb or balance		x		
Stoop, kneel, crouch, or crawl			x	
Talk				x
Hear				x
Taste		x		
Smell		x		

WEIGHT AND FORCE DEMANDS	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			x	
Up to 25 pounds			x	
Up to 50 pounds			x	
Up to 100 pounds		x		
More than 100 pounds		x		



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MENTAL FUNCTIONS	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			x	
Analyze			x	
Communicate				x
Copy			x	
Coordinate			x	
Instruct				x
Compute			x	
Synthesize			x	
Evaluate		x		
Use Interpersonal Skills				x
Compile		x		
Negotiate		x		

WORK ENVIRONMENT	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		x		
Work near moving mechanical parts				x
Work in high, precarious places				x
Fumes or airborne particles				x
Toxic or caustic chemicals		x		
Outdoor weather conditions		x		
Extreme cold (non-weather)		x		
Extreme heat (non-weather)		x		
Risk of electrical shock		x		
Work with explosives		x		
Risk of radiation	x			
Vibration		x		



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VISION DEMANDS	REQUIRED TO PERFORM ESSENTIAL FUNCTIONS OF THE JOB
No special vision requirements	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	
Peripheral vision	x
Depth perception	x
Ability to adjust focus	x

NOISE LEVEL	Level of noise typical in the work environment for this job
Very quiet	
Quiet	
Moderate	x
Loud	x
Very loud	x

OTHER INFORMATION:

- n/a

Mancos School District RE-6 does not discriminate on the basis of race, color, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, genetic information, disability, or need for special education services in admission or access to, or treatment of employment in its educational programs or activities.

Mancos School District RE-6 is an equal opportunity and affirmative action employer and complies with Title IX and the Americans with Disabilities Act.