

**HOLTON PUBLIC SCHOOLS POSTING  
FOR 2010-2011 SCHOOL YEAR  
HIGH SCHOOL INDUSTRIAL ARTS**

**TITLE:**           **SECONDARY INDUSTRIAL ARTS TEACHER (GRADES 8-12)**

**QUALIFICATIONS:** 1. Valid Michigan Teaching Certificate (IX Industrial Technology)  
2. Previous experience in woods and drafting desirable.  
3. Such alternatives to the above qualifications as the Board may find appropriate.

**REPORTS TO:**       Building Principal(s)

**JOB GOAL:**         To guide students in learning subject matter and skills that will contribute to their development as mature, able and responsible young men and women.

**PERFORMANCE RESPONSIBILITIES:**

1. Meets and instructs assigned classes in the locations and at the times designated.
2. Plans a program of study that meets the individual needs, interest and abilities of the students.
3. Implements by instruction and action the school's philosophy of education, instructional outcomes, and teaches district approved curriculum.
4. Guides the learning process towards the achievement of curriculum outcomes and establishes clear objectives for all lessons, units, and projects.
5. All teachers are required to have the lesson plans in writing, for at least one week in advance at all times. Written plans should be available for review and also readily accessible for a substitute teacher.
6. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the student.
7. Sets clear standards for classroom behavior.
8. Maintains control in the classroom essential for effective learning and teaching. Teachers should also assist in dealing with student behavior problems outside the confines of their classrooms.
9. Understands the student handbook and interprets the handbook for students.
10. Provides students, parents, and substitute teachers with written classroom guidelines and rules that are consistent with established district policy.
11. Employs a variety of instructional techniques consistent with the needs and capabilities of the individuals or student groups.
12. Assesses the accomplishments of students on a regular basis and provides progress reports as required.
13. Recognizes the uniqueness of each student and ensures that positive learning environment is maintained to meet their needs.
14. Works under the assumption that there is a gap between what students should know, and what they do know, accompanied by realistic expectations about closing or narrowing the gap.
15. Diagnoses the learning styles of individual students on a regular basis, seeking the assistance of district specialists as needed.

16. Follows up any special education referral with the data and information requested by the IEP Committee and works with the Special Education Instructor for the good of the student.
17. Will be available to students and parents for education-related purposes outside the instructional day.
18. Takes all necessary precautions to protect students, equipment, materials and facilities.
19. Maintains accurate, complete and correct records as required by law, district policy, and administrative directive.
20. Serves on committees when requested to do so and attends all faculty meetings.
21. Strives to maintain and improve professional competence.

**TERMS OF EMPLOYMENT:** As established by the Board of Education in accordance with the HEA Contract.

**EVALUATION:** Performance of this job will be evaluated according to HEA Contract/State Requirement.

Wage: Per HEA Contract

Date/Time Of Posting: Tuesday, August 24, 2010 @ 12:00 p.m.

Date/Time Of Closing: Tuesday, September 7, 2010 @ 12:00 p.m.

Send Letter of Interest, Resume, and References to:

Holton Public Schools  
c/o Ann Cardon, Superintendent  
8897 Holton Duck Lake Rd.  
Holton, MI 49425