



# Computer Aided Design (CAD) Instructor

**STARTING DATE:** 2015 - 2016 School Year  
**REPORTS TO:** Career-Tech Supervisor  
**WORK YEAR:** 185 days as per Board-adopted calendar  
**SALARY RANGE:** Appropriate step on Certified Salary Schedule - Commensurate with experience and education

## **QUALIFICATIONS INCLUDE BUT NOT LIMITED TO:**

- Appropriate valid Ohio teaching license or ability to obtain
- Ability to instruct high school students using a combination of subject matter and experience designed to prepare students for career choices and post-secondary educational options
- Highly motivated self-starter with a passion for teaching and demonstrated ability to individualize instruction and work with students having a variety of needs and abilities in a team environment
- An individual who embraces the tools necessary to expand the program over time into a complete industrial quality art-to-part lab (design/applications/prototyping)
- Excellent planning, organizational, and problem solving skills
- Excellent oral and written communications skills with students / parents / employers / educators
- Demonstrated understanding of Ohio's graduation expectations and of Career-Technical Academic Content
- Proven ability to develop positive working relationships with area employers and establish an advisory committee made up of representatives from the field of computer aided design
- Minimum 3 years' experience in architectural and/or mechanical computer design preferred
- Proficient in SolidWorks
- Ability to successfully complete state required teacher learning program, if necessary

## **RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:**

- Develop, plan and implement appropriate lessons using the approved course of study/academic content standards/ Career Tech competencies
- Design and administer appropriate assessments for students
- Enforce and maintain proper classroom rules for discipline and management
- Work collaboratively and effectively with staff, students, parents and form positive relationships with business and industry representatives
- Actively prepare students for both academic and Career Tech credentialing exams
- Provide leadership in student management, classroom instruction, curriculum development, and career/technical club activities
- Maintain a classroom environment conducive to effective learning within the limits of the resources provided by the district
- Employ a variety of instructional techniques and instructional media and technology consistent with the physical limitations of the location provided and the needs and capabilities of the students involved
- Maintain complete and accurate records as required by law, district policy and administrative regulation
- Actively assist in upholding and enforcing school rules, administrative regulation and Board Policy
- Establish and maintain open lines of communication with students and their parent/guardian concerning classroom performance and behavior
- Work with Resident Educator guidelines and deadlines to obtain ODE licensure if not already licensed
- Utilize Board approved course of study as the basis for instruction
- Work under the guidelines of Penta's Mission Statement and goals
- Attend district and state professional development events
- Submit official transcripts to Board of Education Office upon hiring
- Remain free of any non-prescribed controlled substance or alcohol abuse in the workplace throughout his/her employment in the district
- Assume any other responsibilities as assigned by the Board of Education, Superintendent, Career Technical Director, Supervisor, or their designee(s)

**SUBMIT:** Penta application, letter of interest, résumé, and transcripts

**DEADLINE:** Open until filled

**APPLY TO:** Board of Education Office  
Penta Career Center  
9301 Buck Road  
Perrysburg, OH 43551