

**Cabell County Schools**  
**Job Description**  
**Welding Instructor**

<b>Position:</b>	Welding instructor (Grades 9 – 12)
<b>Supervisor:</b>	Responsible to Building Principal/Assistant Principal
<b>Salary:</b>	As per Cabell County pay schedule
<b>Length of Employment:</b>	200 Days

**Job Description:** The Welding Technology Teacher is assigned to deliver a comprehensive instructional program of study. The teacher is also responsible for the facility, equipment, curriculum and safety. The teacher is responsible for complying with federal, state and local laws, policies and procedures for vocational/technical education.

**Program Overview:** Welding Technology students learn Entry Level to Advanced Welding skills, Curriculum developed by the National Center for Construction Education and Research covers OSHA safety requirements, shielded metal arc welding, gas metal arc welding, oxy-fuel cutting, and carbon arc cutting to enhance job opportunities. Local industries requiring new qualified welders to replace retiring and advancing employees include river barge maintenance, fabrication shops, construction companies and equipment manufacturers to name a few. The Cabell County Career Technology Center Welding program will offer certification testing which will ensure each student has developed the skills necessary to be productive employees.

**Qualifications**

1. Holds or be eligible to hold a Career/Technical Education Permit.
2. Must have at least a high school diploma or GED.
3. Must have a minimum wage earning experience of four years or 8,000 clock hours in the field of welding, these qualifications and the certification process are as directed in the WVDE Policy 5202.
4. Must have appropriate welding certifications from the WVDE.
5. Must be willing to complete the CTE Certification process which includes Basic Skills Testing, Competency Testing, complete the Approved College Coursework and participate in the Performance Assessment as directed by the Department of Career Technical Education, WVU-Tech.

**Duties and Responsibilities**

**The teacher will;**

1. Implement, evaluate and improve the program of study developed by the state and county in the specialization to which the teacher is assigned.
2. Foster a classroom climate conducive to learning.

3. Utilize instructional management systems models that increase student academic achievement.
4. Monitor student progress toward mastery of instructional goals and objectives.
5. Develop necessary skills in students working toward NCCR and AWS National Certification.
6. Develop and promote students safety skills and welding equipment knowledge as recommended by the Program Advisory Board.
7. Implement student safety assessments outlined by OSHA 10, including, but not limited to Fire Safety/Emergency Procedures/PPE, Weld Shop Safety/Machinery Procedures, handling Compressed Gases, Industrial Safety, Material Identification/Testing, Weld Quality/Testing, Blueprint/Welding Symbols, Oxy-fuel Cutting and Welding, AWS Certification/Testing and Carbon Arc Cutting.
8. Communicate effectively within the educational community and with parents on a regular basis.
9. Meet professional responsibilities associated with the position.
10. Implement the activities required under the State Department of Education's Technical and Adult Education Services policies and Procedures Manuel and Public Law 94-482.
11. Provide a safe learning environment for students.
12. Maintain equipment in safe, operational order.
13. Sponsor vocational clubs appropriate to the specialization.
14. Promote and/or assist in promoting the welding program by dissemination of information and recruitment activities.
15. Complete and submit all reports in a timely manner as required by law, the West Virginia Department of Education and/or county Board of Education.
16. Report the presence of any situation that may be harmful to the health and safety of the students and/or staff.
17. Advise the principal/assistant principal of the presence of any situation that may require immediate intervention so as not to hinder the instructional program.
18. Complete duty assignments as designated by the building principal.
19. Communicate to parents/guardians the progress and/or deficiencies of students.
20. Accept responsibility for students assigned.
21. Supervise students at all times in accordance with state, county and school policies.
22. Attend all faculty senate and other required meetings.
23. Fulfill annual continuing education requirements and attend other required training programs.
24. Maintain and upgrade professional skills.
25. Perform other duties as assigned by the building principal.

### **Evaluation**

Employee evaluation is completed by the building principal utilizing WVDE Policy 5310.

January 19, 2017

