



INSTRUCTOR – Graphics Technology

POSITION DESCRIPTION:

The job of Instructor - Graphics Technology is done to supervise and instruct students in managing the activities of a reprographics unit. The incumbent will teach students responsibilities of managing activities related to graphic arts, digital copying, offset printing, and bindery work. The incumbent performs other job-related duties as assigned.

FUNCTIONS:

- Instruct students in assigned technical/vocational area(s) of related to planning, organizing, and managing the work of a reprographics program, including awareness of industries' employment needs and skills E
- Maintains students' awareness of industries' employment needs and requirements (E)
- Establishes and maintains safety policies and procedures for classroom and work sites (E)
- Observes and evaluates students' work site performance (E)
- Evaluates student performance by assessing needs, testing skills and knowledge, and then communicating results to students (E)
- Evaluates, selects, develops, and adapts a variety of appropriate instructional materials (E)
- Guides and instructs students in appropriate job-seeking and job retention skills
- Maintains a variety of complete and accurate records for necessary reports
- Uphold the highest levels of professionalism and ethical conduct to ensure student success (E)
- Maintains and updates occupational skills, appropriate industry awareness, and community involvement as it relates to the successful performance of required duties (E)
- Teaches complex graphic design and typesetting work on computer and utilizes a variety of software applications to complete assignments
- Teaches students how to estimate material and production costs
- Monitors equipment provides input on replacement or repair of equipment E
- Instruct student on proper data collection and cost accounting to maintain full cost recovery in billing
- Keeps abreast of industry production standards, technologies, and equipment for the purpose of integrating new technology
- Maintains awareness of industry technologies and best practices through participation in industry sponsored activities and marketing events
- Teaches marketing strategies designed to generate customers, including but not limited to canvassing, promotional ideas, website, and mailers
- Performs job assignment safely for the purpose of protecting people and property (E)
- Performs other duties as assigned

*E = Essential Function

MINIMUM QUALIFICATIONS:

KNOWLEDGE of a wide variety of graphic techniques and procedures; methods, materials, tools and equipment used in graphic design, digital copying, offset printing, and in plate preparation; health and safety regulations related to scope of work performed; standard workplace procedures; computer usage; approved and effective student testing and evaluation methods and techniques; appropriate curriculum and necessary instructional materials for assigned

subject area(s); basic math including calculation of fractions, percentages and/or ratios; program practices and procedures; inks and paper stocks used in duplicating work; preparation and administration of printing schedules; modern office methods, practices and procedures; record-keeping techniques; technical aspects of field of specialty; proper methods of storing equipment, materials and supplies; oral and written communication skill; inventory methods and practices.

SKILLS are required to perform multiple highly complex technical tasks with a need to upgrade skills in order to meet changing job condition.

ABILITY to effectively instruct students assigned in technical/vocational area and career development skills; establish appropriate learning goals and objectives as well as effective lesson plans; schedule activities; gather, collate, and/or classify data; use job related equipment; report writing; practice correct English usage, grammar, spelling, vocabulary, and punctuation; effectively communicate orally and in writing; establish and maintain approved and effective discipline and order in a classroom and work site environment; guide and advise students regarding assigned technical/vocational area(s); teach skilled graphic design involving the operation of various graphics programs; estimate costs, timelines and materials; maintain equipment in proper working conditions; analyze situations accurately and adopt an effective course of action; prioritize, assign, plan and organize work; maintain records; read, interpret, apply and explain rules, regulations, policies and procedures; meet the travel requirements from site-to-site; establish and maintain cooperative and professional working relationships with staff, the public, and other agency personnel; perform overtime as needed and perform job safely.

WORKING ENVIRONMENT: The usual and customary methods of performing the job's functions requires the following physical demands: Hearing and speaking to exchange information and make presentations; dexterity of hands and fingers to operate a computer keyboard; driving a vehicle to conduct work; seeing to conduct inspection of data; lifting, carrying, pushing and/or pulling; and climbing, balancing, stooping, kneeling, and crouching. Generally the job requires 40 percent sitting, 20 percent walking, and 40 percent standing. The job is performed under minimal temperature variations, a generally hazard-free environment, and in a clean atmosphere.

EXPERIENCE: Three (3) years of work experience in the technical skills, trade, or vocations to be taught are required. One (1) of the three (3) years of the required experience must be within the last five (5) years, or two (2) years within the last ten (10) years. Up to two (2) years of the required experience may be substituted (with additional approval) of related post high school education, apprenticeship program, or college preparation course work).

EDUCATION: High school diploma or equivalent required. Bachelor's degree desired.

CERTIFICATES/CREDENTIALS/LICENSES:

- Possession of, or ability to obtain prior to employment, a valid California Designated Subjects Vocational or Career Technical Education Teaching Credential for the subject to be taught is required. (Refer to the Commission on Teacher Credentialing pamphlet for: Career Technical Education Designated Subjects Teaching Credentials)
- EL certification or equivalent such as CLAD, BCLAD, or SDAIE
- Valid California Driver's License You must provide copies of permit/credential as required for position or provide evidence of qualifying for required permit/credential with your application materials to qualify for the position.

PREEMPLOYMENT

- Fingerprint clearance
- TB clearance
- Some offers of employment are contingent upon successful passing of a physical examination including documentation, immunizations and/or exemption as required by state regulations (including but not limited to measles, pertussis and influenza)

SALARY SCHEDULE: 222 (Full-Time without BA)
221 (Full-Time with BA)