

TORRANCE UNIFIED SCHOOL DISTRICT

Forklift Operation Instructor

DEFINITION

Under the supervision of Torrance Adult School Administration, the teacher is responsible for instruction, training and career preparation to prepare the student for a career as a Forklift Operator. Course preparation will include knowledge of Safety, Equipment Operation basics, hazard recognition, hand-on practice, vehicle inspection and maintenance, loading techniques, and proper driving maneuvers. The teacher provides academic instruction and teaches physical and social skills to students in conjunction with the education philosophy and curriculum requirements of the District. The classroom teacher has the primary responsibility for planning and delivering instruction and evaluating students' progress to promote student's mastery of skills and content knowledge.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS

1. Practice effective classroom management for group study and individualized instruction.
2. Maintain a learning environment designed to stimulate interest and maximize learning.
3. Maintain accurate classroom records.
4. Motivate students to attend class and to complete the program.
5. Track and record students' job status after completing the program.
6. Provide hands-on practices using project-based learning to prepare student for entry-level employment.
7. Deliver instruction using appropriate delivery strategies, including lecture, observation, inquiry, discussion, cooperative learning, manipulatives, and other hands-on experience.
8. Use large group, small group, and individual instruction appropriate to subject matter and student needs.
9. Plan and prepare daily schedules, lessons, and activities to achieve a balanced program of individual and group work at the achievement level of the students involved.
10. Plan and prepare a daily schedule, lessons, activities, and materials for substitute teachers.
11. Cooperate with other department staff and other professional staff in the assessment and instructional planning for individual needs.
12. Provide learning situations that enhance student acquisition of knowledge and the mastery of skills.
13. Participate in school/department and district curriculum meetings as directed.
14. Establish and maintain high standards of student behavior to establish a suitable and productive learning environment for the academic and social development of all students within the guidelines set forth by the Board of Trustees, the Superintendent, and designated administrators, adhering at all times to the concept that the safety and welfare of students is paramount. Maintain proper disciplinary control of students who are directly assigned to the teacher and all pupils in the Torrance Unified School District according to the rules set forth by Federal and California State laws, the Board of Trustees, and school administrators.
15. Conduct formative and summative evaluation to assess student achievement of curriculum objectives.
16. Administer group and standardized tests in accordance with the District's testing program and inform students and administration of student progress.
17. Provide a positive physical learning environment in the classroom through displays, bulletin boards, and interest centers connected to learning objectives that maximize interest and motivation.
18. Attend and participate in school related activities as required.
19. Maintain accurate records of student grades, discipline, progress, and attendance in a timely manner using the District Student Data System.
20. Plan and coordinate the student externships and/or field experience as assigned.
21. Attend and participate in required in-services training activities and work with his/her Resource Teacher or administration in planning his/her own professional growth.
22. Identify and attempt to meet special needs of pupils, and initiate referrals to special programs and services personnel as necessary.
23. Develop and prioritize long and short-term learning objectives within curriculum guidelines.
24. Supervise students in various school situations as assigned and required.
25. Utilize evaluation results to plan for subsequent instruction.
26. Inventory and requisition books, instructional materials, and supplies as needed.

27. Participate in faculty and committee meetings as necessary.
28. Maintain a positive, developmentally appropriate, organized creative learning environment
29. Develop and implement lessons that focus on workplace basic skills and job specific skills that prepare students for career placement.
30. Act as liaison between students, industry advisory partners, and Torrance Adult School Administration.
31. Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Excellent communication and interpersonal skills. Ability to plan, organize and implement responsibilities effectively and establish and maintain positive working relationships with students, other professionals, staff, and the public.

Education

- Must possess or be eligible for a valid California Career Technical Education Designated Subjects Credential in the Building and Construction Trades Sector.
- Must be OSHA 30 certified.
- Must be a Certified Forklift Operator and have completed the Train the Trainer course
- A minimum of three (3) years of successful teaching experience is desirable, preferably in Career Technical Education.
- Valid California Driver's License

Licenses and Other Requirements

- An Appropriate valid California Teaching Credential for the subject area assigned
- DOJ and FBI fingerprint clearance
- Negative TB test within the last four years

KNOWLEDGE AND ABILITIES

Knowledge of

1. Strategies and methods used in lesson planning, instructing, and evaluating progress of students.
2. Basic teaching strategies and classroom management as well as basic forklift operation basics, curriculum and instructional strategies and methodologies appropriate for the field
3. Appropriate instructional materials, practices, and technology in safety procedures for forklift as well required OSHA standards.
4. Policies, rules, laws, codes, regulations, and guidelines governing Forklift Operators.
5. Strategies and methods used in lesson planning, instructing, and evaluating progress of students.
6. Strategies and methods to instruct students individually, in small group situations, and as a class as

appropriate.

7. Techniques for effective student motivation and discipline.
8. Innovative curriculum development strategies.
9. Strategies for working with students of multi-ethnic and varying socio-economic backgrounds.

Ability to

1. Plan and deliver an effective instructional program.
2. Achieve and realize compatibility between personal professional goals and District philosophy and curriculum programs.
3. Adapt the curriculum and materials to the needs of each student.
4. Cooperate with school and District staff and parent community in instructional planning for individual student achievement.
5. Maintain accurate records for reporting purposes.
6. Provide a safe, positive and productive environment which maintains student interest and motivation.
7. Provide instruction according to State and Federal program requirements.
8. Direct and supervise assigned classified personnel.
9. Analyze and interpret test scores for purposes of designing and delivering appropriate instruction.
10. Effectively communicate in written and verbal form with students, school personnel, parents and administration.
11. Work effectively with students of varying ethnic and socioeconomic backgrounds.
12. Establish rapport and communicate with students.
13. Establish and maintain cooperative relationships with students, TAS Administration, and community.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Environment

Environment: Primarily classroom environment, some outside environment.

Physical Demands

Seeing to monitor student activities. Hearing and speaking to exchange information and assist students in instructional activities, and sitting or standing for extended periods of time. Reaching overhead, above shoulders and horizontally to reach and place materials in certain areas. Pushing, moving, and lifting objects with a strength factor of light duty work.

SALARY

Appropriate Placement on Adult School Teachers Salary Schedule