

INDIAN CAPITAL TECHNOLOGY CENTER

JOB DESCRIPTION

POSITION:	Carl Perkins CO-OP Educator (Part-Time)
RESPONSIBLE TO:	District Administrator for Instructional & Student Services
EDUCATION:	Bachelor's degree required
EXPERIENCE:	Minimum of three years in adult and/or secondary teaching preferred. Past experience: dealing with academically and economically disadvantaged clients; a working knowledge of Career and Technical Education mission, purpose, and programs.
SKILLS:	Ability to properly administer and interpret a variety of assessment instruments. Ability to utilize computer programs such as Microsoft Office Suite. Knowledge of Career and Technical programs; knowledge and ability to use community resources; excellent interpersonal skills. Demonstrate administrative and organizational competencies; team building skills, and positive communication skills.
DEPENDABILITY:	Regular attendance following a designated work schedule. Must be able to work extended hours and additional days/evenings as required by position responsibilities. Must be able to attend and participate in meetings/conferences as scheduled within the district, state, and other states. Must be able to submit required paperwork to supervisor on or before designated dates.
PHYSICAL/MENTAL STANDARDS:	<p>Ability to read and comprehend a variety of written documents, regulations, and reference materials. Ability to meet and confer with individuals and groups concerning a variety of subjects including confidential matters. Ability to process paperwork effectively, and in a timely manner.</p> <p>Ability to legally operate a vehicle in order to travel. Requires lifting, handling and carrying of articles such as books, manuals, files, and other related items. Ability to lift 50 pounds from the floor to a four foot level.</p>

**EDUCATIONAL
EFFORT:**

Moderate to extreme. Be able to work under stress, utilizing positive interpersonal skills and prioritize multiple assignments.

**PERSONNEL
CERTIFICATION:**

Certified Instructional Support Personnel

**LENGTH OF
CONTRACT:**

STP-10 Salary Schedule; Part-time, less than 24 hours/week over a 10 month period. All new hires will start at Step 0.

**PRIMARY
FUNCTION:**

Work as integral part of the Instructional Services Team dealing specifically with counseling, career guidance, student recruitment, Carl Perkins, placement, assessment, referrals and special education. Develop a close working relationship with the Student Services Team.

**ESSENTIAL JOB
FUNCTIONS:**

MAJOR DUTIES:

Provide assistance with career planning, career pathways, and career plan development for all students in career education programs.

Provide career workshops for all eighth grade students in the CO-OP consortium.

Assist with the utilization of the OKCIS program.

Help Co-Op members assimilate information for reporting the data necessary for implementation of the Carl Perkins grant.

Maintain communication and work cooperatively with the teachers, administration, and student services staff at ICTC and CO-OP schools.

PERSONNEL:

Subject to an annual evaluation of his/her performance with the Instructional Services Administrator.

**PROFESSIONAL AND
COMMUNITY
RELATIONS:**

Maintain a line of communication and work cooperatively with instructors, administration, staff and community contacts.

PUBLIC RELATIONS:

Promote programs and service to establish personal contacts.

Represent Indian Capital Technology Center at business and civic meetings and exhibitions when asked.

Promote Indian Capital Technology Center and the programs and services offered in the school.

RELATIONSHIPS:

INTERNAL:

Work cooperatively as an effective member of Instructional/Student Services Team. Develop a close working relationship with Student Services Staff, Instructional Services and other Indian Capital Technology Center personnel and clients.

**OTHERJOB
FUNCTIONS:**

Maintain professional competence through participation in educational and civic activities.

Perform such other duties and assume such other responsibilities as directed by the appropriate administrator.

"Indian Capital Technology Center does not discriminate on the basis of race, color, religion, national origin, sex, gender, age, disability, marital or veteran status."

APPROVED:

Signature of Employee

Date

Signature of Supervisor

Date