

**INDIAN CAPITAL TECHNOLOGY CENTER
DISTRICT NO. 4**

JOB DESCRIPTION

- POSITION:** INSTRUCTOR (see addendum for specific area of instruction)
- RESPONSIBLE TO:** Campus Director and Appropriate Program Coordinator (if required)
- EDUCATION:** Bachelor's Degree required for any Instructional Assignments that grants H.S. credit (Highly Qualified). Bachelor's Degree preferred for all other Instructional Assignments. Minimum of Associates Degree or hours working toward an Associates Degree and/or specialized training in the area required to teach. Health related instructional areas must meet the educational requirements set forth by the program's approval body and/or accrediting agency.
- CERTIFICATION:** Eligible for Oklahoma State Department of Career and Technology Education and/or the Oklahoma State Department of Education and/or any accrediting agency's requirement for teaching credentials in the career major(s) being taught.
- EXPERIENCE:** Must meet the current experience standards set forth by any approval body and/or accrediting agency.
- Minimum of three (3) years successful work experience in the Career Pathway or Career Major to be taught is preferred.
- Successful teaching experience in a Vocational program is a plus.
- Any other experiences that could be associated with the delivery of instruction and supervision of students will be considered.
- SKILLS:** Excellent management, organizational, interpersonal, and communication skills.
- Ability to maintain a classroom/lab that is safe, attractive, orderly, and conducive to learning.
- Able to maintain a budget, keep inventory, order supplies and equipment.
- Competent technical skills to teach each assigned career major.

DEPENDABILITY: Regular attendance following a designated work schedule. Must be able to work extended hours and additional days/evenings as required for the responsibilities of the position. Must be able to attend and participate in meetings/conferences as scheduled within the district, state, or other states.

PHYSICAL/MENTAL STANDARDS: Able to read and comprehend various and extensive documents, regulations, and reference materials. Able to meet and confer with individuals and/or groups concerning a variety of subjects including confidential matters. Able to legally operate a vehicle in order to travel statewide.

Requires lifting, handling, and carrying of such articles as books, manuals, files, and other related items. Multi-tasking will be required for this position.

EMOTIONAL EFFORT: Moderate to extreme. Frequent deadlines requiring concentrated effort and overtime work. Must work on a variety of projects at the same time. Must deal with major issues and problems which can create high stress. Must deal with multiple students working on a variety of projects simultaneously.

CLASSIFICATION: Certified Instructional Personnel
Level 1 (w/o BA Degree)/Level 2 (BA Degree)/Level 3 (MA Degree) Salary Schedule;
Exempt

LENGTH OF CONTRACT: Ten (10) months (except-OTA, PTA, PN, Surg. Tech, Rad Tech Nursing Transition & CNA /12 mo.)

PRIMARY FUNCTION: Responsible for instruction, operation, and curriculum development of the Career Major's assigned by the Campus Director. **(See the attached addendum for specific instructional areas assigned per instructor)**

ESSENTIAL JOB FUNCTIONS

GENERAL DUTIES: Define short and long-range educational needs for the program and maintains a current individual strategic plan.

Upholds the policies and procedures of the Indian Capital Technology Center Board of Education.

Participates in the PLC (professional learning communities) management process and supports the “School Improvement” philosophy of the district.

Implements the ODCTE Standards and Quality Indicators.

Prepares and submits reports and other documents as required by the State Board of Education, State Department of Career and Technology Education and Indian Capital Technology Center District.

Attends all faculty/staff meetings and other school meetings or events that are essential to the performance of the job plus any that may occur outside of the normal work day.

Strives to retain all students to be completers and assist with positive job placement and/or continuing education.

Maintains follow-up records on former students, and submits required information to Oklahoma State Department of Career and Technology Education when applicable.

Plans, prepares, and holds advisory committee meetings.

It is expected for employees to be on time each workday as this is essential to the employee’s job.

Maintains and keeps confidential required student records.

INSTRUCTION AND SUPERVISION:

Provides classroom instruction and lab training for assigned Career Major

Prepares career major/course syllabus, lesson plans and instructional materials, for group and individualized instruction in accordance with industry standards and ICTC philosophy.

Provides and supervises experiences for students in the areas of the specialty each student has selected.

Maintains proper discipline in the classroom in order to provide a learning atmosphere for students and to promote professionalism.

Evaluates results of instruction and student's progress in order to make appropriate modifications to assure students pass an industry specific credential, certificate, or licensure test.

Organizes and manages both classroom and lab to insure maximum efficiency and effectiveness in the teaching/learning process.

Maintains a clean, orderly, secure, and safe classroom/lab and office.

Operates and maintains a positive classroom/lab which minimizes student discipline problems.

Initiates and participates in a minimum of one (1) Advisory Committee meeting per year.

Incorporates academic and work readiness skill development into the instructional program.

Establishes and maintains efficient procedures for timely maintenance of classroom/lab equipment.

Maintains accurate attendance, progress, and performance record on each student.

Available and willing to attend training in order to upgrade knowledge and skills.

Performs tasks, assumes duties, and exercises authority as may be required to accomplish the job functions as directed by the Program Coordinator, Campus Director, Assistant Director, and/or Superintendent.

STUDENTS:

Assists the marketing team in the recruitment of students by providing potential students with information about the program and other supporting recruitment activities.

Assists students with education and career decisions and in locating resource material for personal and academic needs.

Develops a planned activity schedule that is consistent with local

and state guidelines.

Develops a working relationship with student organization sponsors and promotes student participation.

Implements plans for VICA participation in skill and leadership activities at local, district, regional, state and national levels.

Assists in responsibility for Job Placement.

**BUDGETING AND
PURCHASING:**

Assists with the preparation and administration of the program budget.

Uses efficient procedures to control expenditures of school funds within the program budget and school code.

Maintains an inventory of equipment and supplies.

Completes the 5 year equipment replacement special fund request form and submits it on time for items needed for the operation of the instructional program.

PERSONNEL:

Participates in an annual evaluation of his/her performance with the Campus Director or other designated administrator.

**PROFESSIONAL AND
COMMUNITY RELATIONS:**

Maintains a line of communication and works cooperatively with instructors, administration, staff and community contacts.

Maintains professional competence through participation in professional and civic activities.

Establishes and maintains a close working relationship with the staff at the Oklahoma Department of Career and Technology Education.

Develops and maintains contacts with community agencies for the purpose of advisory recommendations, student placement and/or career plans.

Keeps informed through suppliers regarding technological updates and other pertinent information for upgrading program.

Promotes the program through community related activities.

PUBLIC RELATIONS: Promotes programs and services through established personal contacts.

Represents Indian Capital Technology Center at business and civic meetings and exhibitions.

Promotes Indian Capital Technology Center, programs and services offered by the school.

RELATIONSHIPS

INTERNAL: Embraces PLC's, advises, consults, and collaborates with the instructors, staff, Campus Director, Assistant Director, and Superintendent.

EXTERNAL: Establishes partnerships with companies and other schools to determine needs in order to develop and deliver customized services. Works with individuals, the Oklahoma Department of Career and Technology Education, Chamber of Commerce, and other organizations in delivery of services related to the industry and career taught.

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

Signature of Employee **Date**

Signature of Supervisor **Date**