

PONTOTOC TECHNOLOGY CENTER

Computer & Information Systems Technology Instructor Job Description

Reports To: Director of Full-Time Programs

Prepared Date: 08/2020

Contract Period: 10 Months

Salary: Teaching Salary Schedule

FLSA Status: Exempt

SUMMARY: Responsible for performance based program of instruction, effective classroom management and placement of students, maintaining professional relationships with peers and professionals in related fields, timely preparation of various reports to the local school and the Oklahoma Department of Career & Technical Education.

QUALIFICATIONS: 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.

EDUCATION: BS Degree preferred in related field. Be able to qualify for teaching certification through the Oklahoma Department of Career and Technical Education.

EXPERIENCE: Experience in similar employment preferred for 3 of last 5 years. Be able to qualify for T & I and or vocational business teaching certificate through the Oklahoma Department of Career & Technical Education.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: Other duties may be assigned.

Instruction – Provide performance-based instruction, according to assigned classes, using current instruction material and techniques combined with innovative ideas.

1. Utilize Effective Schooling Criteria when developing all lessons.
2. Pre-plan all units of instruction identifying information needed, supplies and equipment needed and a method of instruction.
3. Develop a sequenced curriculum necessary for instruction of juniors, seniors and adults in order to emphasize time on task.
4. Identify appropriate methods necessary for involving all students in theory and application.
5. Develop methods to reinforce all theory assignments with “hands-on” activities.
6. Develop a departmental filing system for retrieval of all instructional units and materials for the instructor and the student.
7. Develop a standard routine using Effective Schooling Criteria for opening and closing each class period.
8. Maintain an organized equipment room with an effective equipment checkout system.
9. Utilize proper administrative procedures for processing purchasing, administrative duties, budget information, student activities, etc.
10. Utilize a total scope and sequence of the program, identifying units of instruction in order of instruction.

11. Control live work to supplement and reinforce the learning process.
12. Develop an active advisory committee, consisting of at least five members from business and industry.
13. Promote placement and follow-up activities with all students.
14. Work with immediate supervisor for constant program improvement and planning.
15. Attend and participate in all professional meetings as required by the district.
16. Serve as a role model for students as demonstrated by dress, attitude and technical knowledge.
17. Sponsor Student Organization.
18. Perform other duties as assigned by supervisor.

Classroom Management – Organize instructional program to include classroom, shop and cleanup activities that reflect good safety practices and orderly operation of the training program.

Select, requisition and maintain inventory records on instructional materials, supplies and equipment.

Evaluate students based on knowledge, skills and attitude.

Maintain student records.

Prepare and submit all information required for reports.

Counseling and Placement – Assist students with personal, social and vocational problems.

Assist students with on-the-job training placement while enrolled in the program and employment placement at the completion of the program.

Maintain contact with business and industry for job counseling and placement assistance as well as maintaining current occupational information.

Professional Relationships – Work cooperatively with other instructors, administration and staff.

Participate in staff committee assignments and attend staff meetings.

Maintain professional competence through participation in the professional development plan, in-service activities and other activities for professional growth.

Maintain current certification and licensure requirements.

Maintain an active Advisory Committee.

Assist in upholding and enforcing the rules and regulations of the Board and develop program objectives that are consistent with the philosophy and objectives of the school.

Maintain and participate in professional organizations.

Attend the Career-Tech Conference in August of each year and other conferences and workshops as required.

LANGUAGE SKILLS: Reasonable English and grammatical skills.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; use hands to touch, handle or feel; and reach with hands and arms. The employee is occasionally required to walk; sit; climb or balance; and stoop, kneel crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EXPECTED BEHAVIOR: Maintain positive work atmosphere by behavior in a manner that promotes positive relationships with clients, customers, students, co-workers and supervisors. Maintain high degree of confidentiality regarding sensitive school, client and student information and maintain reciprocal, courteous and conflict free relationships with all staff to promote a conflict free work environment.