

Autry Technology Center

JOB DESCRIPTION

POSITION: Business & Information Technology Instructor

QUALIFICATIONS:

Education: Associate degree in area of specialization preferred
Must be an approved Cisco Network Academy Instructor or obtain by August 1, 2020.

Certification: Must hold or have the ability to obtain a Provisional or Standard Teaching Certification as required by the Oklahoma Department of Education and the Oklahoma Department of Career and Technology Education within first two months of employment.

Industry certifications preferred: CCNA, CompTIA, Network+, CompTIA Security+.

Experience: Two years' experience in education or related field.

PRIMARY FUNCTION: Responsible for instruction, operation, and general development of the Business & Information Technology program.

DIRECT SUPERVISOR: Director of Full-Time Programs (Business & Health)

CONTRACT: 10 Month (August – May)

CLASSIFICATION: Exempt

MAJOR DUTIES & RESPONSIBILITIES:

1. Utilize Criteria for Effective Teaching in the delivery of Business & Information Technology curriculum/instruction.
2. Maintain accurate and current gradebook and attendance as well as weekly progress reports to Student Services on a weekly basis.
3. Define short and long range goals in the assigned programs. Provide leadership in the planning and development of a quality instructional program to meet the needs of business and industry.

4. Assist in upholding and enforcing the policies and procedures of the Autry Board of Education.
5. Assist in identifying, preparing, evaluating, and disseminating information to Autry administration as requested.
6. Prepare and submit reports and other documents as required by Autry Technology Center and the Oklahoma Department of Career and Technology Education.
7. Attend faculty/staff meetings and other school meetings and functions which are required.
8. Responsible for the development and implementation of a strategic plan for the Business & Information Technology program.
9. Develop and maintain a system to effectively utilize an Advisory Committee; plan and schedule regular meetings with the Director of Full-Time Programs (Business & Health).
10. Prepare and submit to the Director of Full-Time Programs (Business & Health) a list of budgetary needs for the Business & Information Technology program.
11. Monitor expenditure of school funds in accordance with the adopted budget and the school code to purchase instructional supplies and equipment.
12. Maintain accurate inventory records and closely monitor use of inventory items in the Business & Information Technology program to prevent loss, damage, or theft.
13. Keep all areas of the Business & Information Technology classroom/lab in an orderly manner.
14. Instruct students in the proper use, care, and safety of equipment, materials, supplies, furniture, and facilities.
15. Participate in the evaluations of the Business & Information Technology Program.
16. Attend professional improvement meetings as scheduled.
17. Participate in annual evaluation of his/her own performance with supervisor.
18. Actively promote and recruit students.
19. Promote positive morale within the school.
20. Coordinate with Marketing Department to keep the public informed regarding activities, needs, and successes of the Business & Information Technology Program.
21. Establish and maintain effective communication with staff and students.

22. Maintain working relationship between the Business & Information Technology program and businesses/industries in the field.
23. Promote and coordinate the placement of students in realistic on-the-job training situations, full-time employment, and/or continuing education.
24. Maintain professional competence through participation in professional, educational, and leadership activities.
25. Keep apprised of instructional/technological changes in the Business & Information Technology industry.
26. Sponsor/co-sponsor CTSO organization as an integral part of the program and encourage students to become actively involved.
27. Encourage students to take appropriate industry certification tests.
28. Dress in an appropriate and professional manner.
29. Perform other duties as assigned.

PHYSICAL FACTORS:

1. Physical demands include bending, stooping, kneeling, pushing, pulling, reaching, handling, finger dexterity, feeling, learning, hearing, near acuity, far acuity, depth perception, accommodation, field of vision (naturally or with correction), isolation, close areas, good eye-hand coordination.
2. Perform under stress when confronted with emergency, critical, or unusual situations.

Print Name

Employee Signature

