

Tri County Technology Center

Pre-Engineering Instructor JOB DESCRIPTION

TITLE: *Pre-Engineering Instructor*

QUALIFICATIONS:

1. Bachelor's Degree in related field required. Bachelor's degree in Education or Engineering, preferred. Advanced Placement level science skills required.
2. Hold Oklahoma Teaching Certificate in Biological Sciences, Physics, and Chemistry. The ability to receive secondary teaching certification within one-year may be considered.
3. Minimum of three (3) years experience in related field required. Experience in Teaching Physics, Teaching Biology, or work experience in Civil, Aerospace, Biotechnology, Computer, Petroleum or Mechanical Engineering, preferred.

REPORTS TO: As assigned by Deputy Superintendent

PERFORMANCE RESPONSIBILITIES:

1. Develop lesson plans and instructional materials that meet the district's curriculum goals as well as the individual needs of each pupil.
2. Translate lesson plans into learning experiences that effectively utilize the available time for instruction.
3. Establish and maintain standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom.
4. Evaluate pupil's academic and social growth, keep appropriate records, and prepare reports relating to pupil's progress.
5. Communicate with parents, if applicable, through conferences and other means to discuss pupil progress and interpret the school program.
6. Identify pupil needs and cooperate with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
7. Create an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.
8. Maintain professional competence through in-service education activities provided by the district and self-selected professional growth activities.
9. Select and requisition books and instructional aids; maintain required inventory records.
10. Supervise pupils in out-of-classroom activities during the assigned working day.
11. Develop and encourage a viable Career and Technical Student Organization (Robotics) for his/her area.
12. Participate in curriculum development programs as required.
13. Participate in faculty committees and sponsorship of pupil activities.

STRENGTH: L GED: R-5 M-4 L-5 SVP: 7

14. Develop and enforce safety procedures for all equipment in his/her program that could pose a danger to students.
15. Establish and/or maintain an active advisory committee as per ODCTE requirements.
16. Work with the Student Services Staff and show a constant concern for students and past students to continue education in Engineering.
17. Maintain ties with his/her trade area and engage in update training as per school policy so as to stay current with the technology in the field.
18. Maintain an appearance and demeanor consistent with the profession.
19. Work with administration and colleagues in a spirit of cooperation.
20. Become well acquainted with policies of the Tri County Board of Education and follow them carefully.
21. Perform other duties as assigned by Supervisor.

TERMS OF EMPLOYMENT:

Ten month contract; salary range \$42,500 - \$50,000.

EVALUATION:

Performance evaluated by staff as directed by the Deputy Superintendent in accordance with Board policy.

Status: Exempt