

POSTED
June 2024

JOB ANNOUNCEMENT

The following position is available with the **Oklahoma Department of Career and Technology Education**.

LICENSED TRADES INSTRUCTOR – Electrical/HVAC/Plumbing Eddie Warrior Skills Center, Taft, Oklahoma

Provide instruction and supervision of students in an open entry/controlled exit career and technology training system, with emphasis on tracking training hours toward successful completion of the journeyman's exam. Preference will be given to Plumbing and HVAC, as this position will be working closely with an Electrical instructor already in place at McLoud, OK.

Position based in Taft (but will require occasional travel to McLoud), Oklahoma.

EDUCATION AND EXPERIENCE:

REQUIRED:

- High school diploma or equivalency
- Three years' successful industry and/or teaching experience in a related field
- Journeyman license

PREFERRED:

- Contractor license
- High-quality instructional skills, technical knowledge, teamwork, and effective communication skills essential.

Duties/Essential Functions:

- Provide high-quality career and technology instruction in accordance with effective teaching criteria to meet individual student needs.
- Maintain compliance with all applicable American Correctional Association standards.
- Maintain compliance with the program quality standards set forth by the State Board of Career and Technology Education.
- Maintain an accurate daily tool caustic log and accurately perform scheduled equipment inventory verification process.
- Ensure safety and security of all areas in compliance with Department of Correction's regulations and all appropriate state and federal guidelines.
- Participate in professional development activities as prescribed by the Skills Centers administration.
- Incorporate life and employability skills training into the integrated curriculum system.
- Develop business/industry relationships to identify skill sets and employment markets with high-wage employment opportunities.
- Maintain and document contact information with graduates following their releases from DOC custody.
- Place students in training-related programs or other high-wage employment opportunities.

- Accurately prepare, maintain and submit all required Skills Centers School System information management system data and other required reports in a timely manner.
- Initiate requisitions for tools, equipment, instructional supplies and curriculum materials necessary for instruction.
- Monitor student progress on life success plans.
- Identify and certify existing student competencies.
- Ensure course outcomes and individual students' performances are maintained at acceptable levels.
- Provide mentoring and assistance to peers and other instructional staff.
- Communicate issues affecting delivery of education, training and student success to appropriate Skills Centers School staff members.
- Maintain professional work ethics to include appearance, management of time and leave, positive attitude and working relationships.
- Be familiar with and understand the Skills Centers Employee Handbook.
- Other duties as assigned

Salary/Benefits: \$51,009.95 - \$56,773.95 commensurate with education or experience. Health, dental, life and disability insurance; flexible benefits plan; teacher's retirement; vacation/sick leave; paid holidays; employee assistance program; and flex-time options. Total salary and benefits package valued at \$63,110.72 - \$69,308.57.

Open until filled.

Send cover letter, including job title, and resume to:

Mail: Oklahoma Department of Career and Technology Education, Attn: Marie, 1500 West Seventh Ave., Stillwater, OK 74074.

Fax: 405/743-5186.

Email: applicant@careertech.ok.gov.

EEO employer.