**Job Description**

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**Job Title:** Evening Trade and Industry Instructor

**Location:** El Reno Campus

**Reports To:** Evening Program Administrator

**FLSA Status:** Exempt

**Benefits:** Employee Health, Dental, Vision and Life Insurance; Sick, Personal, Non-Contract and  
Community Service Leave; Paid Teacher Retirement; $2400 Flex Benefit Allowance; Employee Tuition Assistance Reimbursement; 401a Employer Match Opportunity

**Job Group:**

**TC Data Code:**

**Prepared By:** Jennie Croslin, Campus Director, El Reno

**Prepared Date:** 3/13/2022

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**SUMMARY**

Instructor shall be responsible for supervision, instruction, training, and general development of informed decisions within the educational, career, and personal lives of all students enrolled in the program. Instructor works in coordination with administration and school counselors, supports marketing activities for program enrollment, and provides work-based learning experiences specific to the program. This position requires a flexible schedule with daytime professional development days per school calendar.

**EDUCATION AND EXPERIENCE**

High school diploma or GED and Journeyman license required in area to be taught. Preference will be given for Associate’s degree or Bachelor’s degree; Oklahoma State Department of Education certification or vocational certification; Minimum of at least three years of recent experience (within the last five years) journeyman level industrial experience in the area to be taught; contractor’s license in area to be taught.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

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.

* Meet and instruct students providing performance based individualized and group instruction utilizing a variety of instructional techniques.
* Assist in development, revision, and updating of approved curriculum materials including written curriculum and audio-visual instructional support materials staying current with industry trends and technology.
* Supervision of enrolled students at all times.
* Maintain an emergency data file on each student enrolled.
* Maintain an active and engaged advisory committee to assist in technical direction of the program and provide work-based experiences and employment opportunities for students.
* Sponsor or co-sponsor a Career Tech Student Organization (CTSO) per program area.
* Evaluate each student’s performance based on knowledge, skills, and attitudes learned in the areas being taught; maintain competency records, progress reports, attendance reports, and employment references for students.
* Work Cooperatively with the Academic Center and Instructional Coaches to provide educational services for students who need additional educational support.
* Maintain a clean and orderly classroom, shop room, storage room, and office space to include safe working conditions and appropriate safety precautions per industry regulations.
* Use proper purchasing procedures and maintain required inventory records on all equipment, supplies, and materials.
* Assist in placing all students available for employment or additional educational experiences upon completion of the program.
* Assist administration and counselor in the contact of students and parents in regard to attendance and grades.
* Maintain professional competence through participation in the staff developments, in-service education activities, and selected professional growth activities as provided by the district and within the career and technical field.
* Work cooperatively with other instructors, administration, and staff including daytime instructors in area to be taught for the integration of both daytime and evening classes in the area of sharing equipment, space, and resources.
* Participate in the evaluation process with the assigned administrator
* Assist in upholding and enforcing the rules and regulations of the Board of Education.
* Attend the annual Oklahoma Career and Technical Education conference in August and other conferences and workshops as required.
* Perform all other duties as assigned.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The primary work environment is in an office environment that regularly requires employee to sit for extended periods of time. Requires reliable, dependable and punctual attendance. The employee must occasionally lift and/or move up to 25 pounds. This is not an exhaustive list and reasonable accommodations may be made as needed.

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