Academic Center Instructor

This position reports to the Campus Director and is responsible for organizing and developing an effective assistance program that will facilitate students achieving academic success. Instructors are responsible for providing an educational atmosphere where students have the opportunity to fulfill their potential through individual and group instruction and participation in professional development training. Instructors will strive to be an active participant in educational and professional growth for the welfare of the school system and to be public, civic, and professionally affiliated.

DUTIES & RESPONSIBILITIES: (Revised/Adopted: )
Duties & responsibilities are not all inclusive but may include the following:

- Provide classroom/lab based instruction and skills training to high school and/or adult students.
- Provide assessment to all students using approved standardized testing.
- Prepare students for career readiness using Workkeys approved curriculum.
- Prepare students for employment by developing job readiness skills, resume writing and instruction in the use of online employment resources.
- Serve as a testing resource for CRC testing, 8th grade reading test, COMPASS testing, competency testing, and other testing as requested by instructors and partner schools.
- In cooperation with other instructors, schedule students into the Academic Center and develop Individual Plans of Study.
- Provide individual tutorial assistance to all students as needed.
- Maintain order and discipline among students in the classroom, on campus grounds and while attending off-campus activities.
- Maintain confidential records on special needs students and attend IEP meetings when required.
- Prepare reports and maintain records, such as grades, attendance, training and discipline.
- Earn a minimum of 15 professional development points each year.
- Abide by all rules and regulations as provided in the local board policy, specific campus policies, the State Department of Education and the ODCTE.
- Maintain a current inventory of equipment and tools, to include its original cost, condition, and location.
- Assume other duties, assignments and responsibilities as necessary to accomplish the strategic goals of the district.

Incumbents must possess strong communication skills and demonstrate a strong knowledge and understanding of the subject area. This position must also possess the ability to work well with KTC faculty and staff, attend work regularly following a designated work schedule and must be able to work extended hours and additional days/evening as required by position responsibilities.

Education and Experience: Minimum requirements consist of a Bachelor’s Degree and a Teaching Certificate/License issued by the Oklahoma Department of Education. An Oklahoma Secondary Counselor’s Certificate may be required.

SPECIAL REQUIREMENTS: Incumbents must be willing and able to perform all job-related travel normally associated with this position. Some light to moderate lifting may be required.