Business Administration/Information Technology Instructor
McAlester Campus

Primary Function:
This position is responsible for the use of current instructional technology to develop, organize, coordinate and deliver a Business Administration and Information Technology Program. Preparing course syllabi and lesson plans for the delivery of appropriate theoretical and skills based training to high school and adult students in a classroom/lab environment. Must have a comprehensive knowledge of business administration, information technology, computer applications, including MAC’s, and the ability to install and customize major software packages.

Minimum Qualifications:
Applicants must possess or qualify for a Provisional or Standard Teaching Certificate issued by the Oklahoma State Department of Education and approved by the Oklahoma Department of Career and Technology Education. A Bachelors Degree is required, Career Readiness Certification is preferred. The successful applicant will be required to obtain a CDL.

Deadline for Applying:
July 25, 2014 12:00 PM  Interviews by invitation only.
Demonstration of skills (oral, written & presentation) will be required.

Starting Date:
August 13, 2014  (10-month position teaching position)

Salary:
Based on KTC Salary Schedule. New employee will be employed initially on a Temporary Contract. (School Laws of Oklahoma 70-6-101.23)

A complete application, transcripts, educational certifications and resume’ including complete employment experience, verifiable references and other appropriate information should be sent to:

Jay Warren
Kiamichi Technology Centers
PO Box 548
Wilburton, OK  74578

Applications may be obtained at your nearest KTC campus, in the Human Resources section at www.ktc.edu or by contacting jwarren@ktc.edu

Kiamichi Technology Center does not discriminate on the basis of race, color, religion, sex, national origin, age, genetic information or disability, or veteran status. Inquiries concerning this policy may be referred to: Compliance Coordinator, PO Box 548, Wilburton, OK 74578. (888) 567-6807.