Instructor

This position reports to the Campus Director and is responsible for organizing and developing an effective instructional program, academic or occupational, that will result in 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, as well as practical hands-on 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: 02/10/2009)
Duties & responsibilities are not all inclusive but may include the following:

- Prepare a course outline, to include course specific lesson plans, to meet specific full-time instructional objectives and goals. Course outlines should follow the sequence of the chosen Career Major and meet curriculum and accreditation requirements of all reviewing entities. Outlines should be reviewed annually.
- Provide classroom and lab based, course specific instruction and skills training to high school and/or adult students.
- Maintain order and discipline among students in the classroom, on campus grounds and while attending off-campus activities.
- Prepare reports and maintain records, such as student grades, attendance, training and discipline.
- Actively promote and sponsor respective Career & Technology Student Organizations.
- Assist with the placement and follow-up of all students, remembering that the instructor is ultimately responsible for positive placement.
- Keep classroom, lab areas, equipment and tools clean and organized.
- Engage an active Advisory Committee with a minimum of two organized meetings each year.
- 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 vary according to the area of instruction but may include a Bachelor Degree, a Teaching Certificate/License issued by the Oklahoma Department of Education, successful completion of the Occupational Competency Exam, and relative work experience in the subject area. If a teacher does not hold a Bachelor degree, a degree plan must be on file with the Campus Director.

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.