

**NORTHWEST TECHNOLOGY CENTER**  
**JOB DESCRIPTION**  
**Revised 5/2018**

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<b>JOB TITLE:</b>	Biomedical Sciences Instructor – Alva & Fairview Campus
<b>JOB SUMMARY:</b>	A 10-month instructional position responsible for instruction, curriculum development, and operation of the Biomedical Sciences program.
<b>QUALIFICATIONS:</b>	
<b>Education:</b>	A BS degree in Biological Sciences or related field.
<b>Experience:</b>	Teaching experience in Science required. Working knowledge of Technology Center programs preferred. Preference given for licensure or certification in a health care profession with at least three years' related work experience or experience teaching courses for health programs.
<b>Certification:</b>	Hold Oklahoma Teaching Certificate in Biology or Biological Sciences. Hold Project Lead the Way Certification in Biomedical Sciences or be willing to obtain. Hold Advanced Placement Certification or be willing to obtain.
<b>Dependability:</b>	Regular attendance following a designated work schedule. Must be able to work extended hours and additional days/evenings as required by position responsibilities. Must be able to attend and participate in meetings/conferences as scheduled within the school district and on state and national level.
<b>Skills Required:</b>	Must have good interpersonal relationship skills and utilize good verbal and written communications. Be able to develop or modify curriculum to meet individual program requirements. Must be a good role model.
<b>Physical Requirements:</b>	Ability to lift 30 pounds from floor to a four-foot level. Requires stooping, bending, pulling, pushing, and carrying. Must be able to set up lab experiences, which complement instructional programs. The ability to stand for long periods of time and to move about the classroom.
<b>Mental/Emotional Requirements:</b>	Moderate to extreme. Must deal with multiple students working on a variety of projects simultaneously. Must carry out daily and long-term instructional preparations requiring concentrated efforts and overtime work as needed. Must deal with student discipline problems, which may create high stress. Must periodically submit required reports within short time periods. Must be flexible.

**ESSENTIAL JOB  
FUNCTIONS:**

1. To provide effective instruction in Science necessary to prepare students for college and employment in biomedical science related occupations.
2. Preplan all units of instruction identifying information, supplies, and equipment needed and a method of instruction.
3. Identify appropriate methods necessary for involving all students in theory and application.
4. Develop methods to reinforce all theory assignments with hands-on activities.
5. Implement a total scope and sequence for the program, utilizing Project Lead the Way units of instruction.
6. Control lab work to supplement and reinforce the learning process.
7. Promote an attitude of self-confidence through planned activities that students can accomplish.
8. Develop a departmental filing system for retrieval of all instructional units and materials for the instructor and the students.
9. Utilize proper administrative procedures for processing, purchasing, administrative duties, budget information, and student activities, etc.
10. Work with immediate supervisor for constant program improvement and planning.
11. Attend and participate in all professional meetings as required by the district.
12. Serve as a role model for students as demonstrated by dress, attitude, and technical knowledge.
13. Uphold the policies and procedures of the Northwest Tech Board of Education.
14. Prepare and submit reports and other documents as required by the Board of Education, Northwest Tech Administration and the Oklahoma Department of Career and Technology Education including retention, program completion, and placement
15. Attend all faculty/staff meetings, professional training, school meetings, and functions as required.
16. Assume major responsibility for the recruitment, retention, and placement of students in the Biomedical Sciences Program including marketing of the program.
17. Participate in an annual evaluation of his/her own performance with the Assistant Superintendent.
18. Establish and maintain efficient procedures for timely maintenance of classroom/lab equipment.
19. Establish and/or maintain an active advisory committee.
20. Communicate with parents to discuss student progress and interpret the school program.

**OTHER JOB FUNCTIONS:**

1. Maintain a line of communication and work cooperatively with instructors, administration, staff, and students.
2. Develop and maintain a line of communication with patrons, business and industry, economic development organization, and other educational institutions for the purpose of fulfilling the stated beliefs, mission, and vision of Northwest Technology Center.
3. Perform other tasks and assume duties that may be required.

**RESPONSIBLE TO:** Assistant Superintendent

**PERSONNEL**

**CLASSIFICATION:** Professional Non-Certified  
FLSA – Exempt