

NORTHWEST TECHNOLOGY CENTER
JOB DESCRIPTION
Revised 5/2018

JOB TITLE:	Construction Trades Cluster Instructor – Alva Campus
JOB SUMMARY:	A 10-month instructional position responsible for instruction, curriculum development, and operation of the Construction Trades Cluster program.
QUALIFICATIONS:	
Education:	High School Diploma. Bachelor's Degree preferred. Will be required to work towards attainment of bachelor's degree and standard teaching certificate.
Experience:	Evidence of successful teaching/supervisory experience of secondary and/or adult students. Five years trade/occupational experience required in the licensed area as well as knowledge and skills in the areas of residential and commercial electricity. Experience in technology education teaching preferred.
Certification:	Have or be willing to obtain an Oklahoma State Department of Education Standard or Provisional Secondary Teaching Certification in Trade and Industrial Education. Must take National Occupational Competency Testing Institute exam (NOCTI) within the first year of employment.
Licensure:	Must be licensed in the state of Oklahoma as a Journeyman Electrician.
Dependability:	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 or state and national level.
Skills:	Proficient in the use of contemporary hand and powered tools, machinery, and equipment. Knowledge of carpentry, plumbing, and electrical technical skills. Knowledge of national and state construction codes and processes. Knowledge of safety equipment and its uses during designated activities. Knowledge of OSHA requirements. Ability to convey information to students. Ability to read, comprehend and evaluate varied documents, textbooks, and reference materials. Ability to speak clearly. Ability to deliver presentations and instructions in logical, sequential order. Knowledge of current school laws and/or state and federal regulations related to instruction in the classroom.
Physical Requirements:	Ability to speak and hear clearly. Ability to freely move arms and fingers to operate instructional equipment. Ability to stand for long periods of time and to move around the classroom/lab area. Requires stooping, bending and pulling. Ability to lift 50 pounds from floor to a 4-foot level. Exposure to high and low temperatures and seasonal weather conditions during outdoor educational activities. Exposure to loud sounds of operating small engine and electric powered equipment
Mental/Emotional Requirements:	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. Must deal with student discipline problems which may create high stress. Must periodically submit required reports within short time periods. Must have the ability to deliver presentations and instructions in logical, sequential order. Must have ability to read, comprehend and evaluate varied written documents, textbooks, and reference material.

ESSENTIAL JOB FUNCTIONS:

1. Provides individualized performance-based instruction in the Construction Trades Curriculum.
2. Instructs students in safety procedures necessary for the safe operation of equipment and the care of materials, supplies, furniture, and facilities.
3. Evaluates student performance based on knowledge, skills, and attitudes gained in the instructional program.
4. Works cooperatively with the Academic Instructors and Academic Career Center Coordinator to provide educational services for students.
5. Sponsors or co-sponsors a student organization related to the instructional program.
6. Organizes program so that instructional activities can be accomplished safely and efficiently.
7. Selects and requisitions instructional materials, supplies, and equipment.
8. Maintains individual student files with appropriate records and information.
9. Maintains records and reports as required by the State and the District by the required deadlines including retention, program completion, and placement.
10. Provides the means for students to provide input on program operation.
11. Maintains proper control of students and assist them in dealing with personal, social and career issues.
12. Maintains continued contact with the community to stay up to date with job entry requirements, current trends, and equipment.
13. Assists in providing qualified students an opportunity for on-the-job training in a job related to the instructional program.
14. Assists in placing all qualified students available for employment upon completion of the program.
15. Maintain follow-up records on former students and submit required information to the Oklahoma Department of Career and Technical education when applicable.
16. Maintains professional competence through participation in professional and civic activities.
17. Maintains an active program advisory committee.
18. Uphold the policies and procedures of the Northwest Technology Center Board of Education.
19. Develops individual Program of Work that is consistent with the philosophy, goals, and objectives of the school system.
20. Assumes major responsibility for the recruitment, retention, and placement of students in the Construction Trades Program, including marketing of the 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 Certified
FLSA - Exempt