

NORTHWEST TECHNOLOGY CENTER
JOB DESCRIPTION
Revised 05/2024

JOB TITLE:	Math Instructor - Alva & Fairview
JOB SUMMARY:	A 10-month instructional position responsible for instruction of advanced math courses and related curriculum development.
QUALIFICATIONS:	
Education:	Bachelor's Degree
Experience:	Evidence of successful teaching experience of upper-level math courses.
Certification:	Must hold or qualify for an Oklahoma State Department of Education Standard Certificate in Secondary the area of mathematics. Have advanced mathematics certification and have or be willing to obtain advanced placement instructor credential.
Dependability:	Regular attendance following a designated work schedule. Must be able to work extended work hours and additional days/evenings as required by position responsibilities. Must be able to attend and participate in meetings/conferences as scheduled within the District and state and in other states.
Skills:	Must have a sound knowledge of mathematics, provide engaging instruction and be a good motivator. Be able to develop or modify curriculum to meet individual program requirements. Provide a caring learning environment.
Physical Requirements:	Ability to freely move arms and fingers in order 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 30 pounds from floor to a four-foot level.
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. 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.

ESSENTIAL JOB FUNCTIONS:

1. Responsible for instruction of advanced math courses as identified by Northwest Technology Center administration.
2. Attend any staff meetings and other school meetings and functions which are required.
3. Provide leadership in the planning, development and coordination, and implementation of curriculum.
4. Participate in annual evaluation of his/her own performance.
5. Establish and maintain internal communications with administration, staff, and students.
6. Establish and maintain communications with parents.
7. Maintain professional competence through participation in professional, educational, and leadership activities.
8. Maintain individual student files with appropriate records and information.
9. Maintain records and reports as required by the State and District by the required deadlines including retention, program completion, and placement.
10. Provide means for students to provide input on program operation.
11. Maintain proper control of students and assist them in dealing with personal, social, and vocational problems.
12. Maintain an active program advisory committee.
13. Uphold and enforce local and State laws, policies, and regulations.
14. Utilize effective techniques and develop methods to work with all learning styles of students.
15. Assist with the recruitment, retention, and placement of students.
16. Dress in an appropriate and professional manner.

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

PERSONAL CLASSIFICATION: Professional Certified
FLSA - Exempt