Position Announcement

Job Title
Business Technology Instructor

Location
Canadian Valley Technology Center
Dr. Earl Cowan Campus

Qualifications
The instructor shall hold at least a bachelor’s degree from an accredited college or university and a valid Standard Oklahoma Teaching Certificate in Vocational Business-Office or Career and Technology Business. Prefer experience teaching secondary and post secondary students in a technology center; experience in a business office setting; industry certifications appropriate to teaching area.

Major Job Responsibilities
Teachers shall be responsible for supervision, instruction, training, and other functions, as requested by the administration, of all students enrolled in their program. See complete job description for detailed responsibilities.

Salary Range
$49,806 – 58,696 annually; 10 month position; Benefits: District paid health, dental and vision, retirement and more.

Deadline for Application & Resume
Until successful applicant is hired.

For complete job description & application please go to www.cvtech.edu/employment-opportunities or call Courtney Aguilar at (405) 422-2215 for more information.

Affirmative Action/Equal Opportunity Employer

Federal and state law prohibit discrimination in employment practices based on race, creed, color, national origin, ancestry, sex, age, marital status, veteran status, or disability.
Job Title: Business Technology Instructor  
Location: Cowan Campus  
Reports To: Campus Director  
FLSA Status: 10 months/full-time/exempt  
Prepared By: Greg Taylor, Campus Director  
Prepared Date: 05/12/15

Qualifications:

The instructor shall hold at least a bachelor’s degree from an accredited college or university and a valid Standard Oklahoma Teaching Certificate in Vocational Business-Office or Career and Technology Business. Prefer experience teaching secondary and post secondary students in a technology center; experience in a business office setting; industry certifications appropriate to teaching area.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Duties and Responsibilities:

Teachers shall be responsible for supervision, instruction, training, and other functions, as requested by the administration, of all students enrolled in their program. Teachers are responsible for:

Instruction

1. Meet and instruct students in assigned classes.
2. Provide performance based individualized and group instruction utilizing a variety of instructional techniques.
3. Assist in development, revision, and updating of competency based curriculum materials including written curriculum and audio visual instructional support materials.
4. Instruct students in the use, care, and safe operation of equipment and the care of furniture, material, and supplies.
5. Instruct students in the importance and significance of accuracy, neatness, efficiency, resourcefulness, and good work habits in obtaining and retaining employment in business.
6. Sponsor or co-sponsor a chapter of Business Professionals of America, the student organization for students in Business and Information Technology Education classes.
7. Work cooperatively with the Academic Center instructor to provide educational services for students who need related math or reading.
Classroom Management

1. Organize time so that classroom instruction, laboratory work, and cleanup activities can be accomplished in allotted time.
2. Use proper purchasing procedures when buying materials or equipment.
3. Maintain required inventory records on all equipment, supplies, and materials.
4. Evaluate each student's performance based on knowledge, skills, and attitudes learned in the areas being taught; maintain competency records, prepare progress reports and employment references for students.
5. Maintain accurate record of attendance for each student.
6. Maintain a clean and orderly classroom, lab, storage room, and office space.
7. Maintain an emergency data file on each student enrolled.
8. Prepare and submit reports required by the State and the District.

Counseling and Placement

1. Assist students in dealing with personal, social, and career related issues.
2. Assist in providing students an opportunity for on-the-job training in an occupation related to the instructional program.
3. Assist in placing all students available for employment upon completion of the program.
4. Maintain continued contact with the business community to keep in touch with job entry requirements, current business trends, and equipment.
5. Assist administration in counseling and contacting of students and parents in regard to attendance.

Professional Relationships

1. Work cooperatively with other instructors, administration, and staff.
2. Participate in the team management process by working on committees and task forces.
3. Attend and participate in faculty meetings.
4. Maintain professional competence though participation in the staff development plans, in-service education activities, and selected professional growth activities.
5. Maintain an active advisory committee program and meet a minimum of twice a year.
6. Assist in upholding and enforcing the rules and regulations of the Board of Education.
7. Develop individual goals and objectives that are consistent with the philosophy, goals, and objectives of the school.
8. Participate in the evaluation process with the assigned administrator.
9. Maintain a professional attitude through participation in professional organizations.
10. Attend the annual career and technology teacher's conference in August and other conferences and workshops as required.
Other:

1. Perform other tasks, duties, and responsibilities as may be assigned by the administration.
2. Cooperate with school administration in the operation of adult evening classes in the area of sharing equipment and space and by preparing for evening instruction.
3. The instructor's workday will include but is not limited to the following schedule:
   - 7:45am - Report to work
   - 8:15am - Be in classroom area preparing for class
   - 8:20am - Class begin
   - 11:20 am-12:20pm - Noon lunch hour
   - 12:15pm - Be in classroom area preparing for class
   - 12:20pm - Class begin
   - 3:20pm - PM class end
   - 4:15pm - End of work day

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the noise level in the work environment is usually moderate.