Position Announcement

Job Title: Graphic Design Instructor

Location: Canadian Valley Technology Center
Chickasha Campus

Qualifications:
- High school diploma or hold a GED
- At least three years of recent (within the last five years) experience in:
  - Creative / design industry-related work experience, including projects related to Graphic, Web, and Media Design.
  - Highly proficient in the Adobe Creative Suite / CC software, especially Illustrator, Photoshop and InDesign.
  - Working knowledge of the principles of design as applied to layouts for single and multi-color applications with conventional past-up method
  - Ability to teach sketching, illustration techniques, design concepts, and typography.
  - Scanning, photo manipulation and to-print technology.
- Prefer: Bachelor’s Degree or Associate’s Degree with requirement to achieve a Bachelor’s Degree in Education
- Prefer: Standard career tech teaching certification

Major Job Responsibilities:
Teachers shall be responsible for the supervision and instruction of all students enrolled in their program. See complete job description for detailed responsibilities.

Salary Range:
$50,046 – 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 Description

Job Title: Graphic Design Instructor
Location: Chickasha Campus
Reports To: Director of Student Services
FLSA Status: 10 Month/Certified/Exempt
Prepared By: William Bradley
Prepared Date: 05/09/06
Revised By: Ronnie Bogle
Revised: 05/12/2015

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Essential Duties and Responsibilities:

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.

Teachers shall be responsible for the supervision and instruction 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 the development, revision, and updating of competency based instructional materials including written and digital curriculum and multimedia instructional support materials.

4. Instruct students in the use, care, and safe operation of machinery and 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 a Career Tech Student Organization such as Skills USA, the organization for students enrolled in Trade and Industrial Education programs or Business Professionals of America, the organization or students enrolled in Business and Information Technology Education programs.

7. Work cooperatively with the Academic Center to provide educational services for students who need related math and/or reading instruction.

Classroom Management

1. Organize time so that classroom instruction, laboratory work, and cleanup activities can be accomplished in allotted time.

2. 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.

3. Maintain accurate record of attendance for each student.

4. Maintain an emergency data file on each student enrolled.

5. Maintain a clean and orderly classroom, shop room, storage room, and office space.

6. Use proper purchasing procedures when buying materials or equipment.

7. Maintain required inventory records on all equipment, supplies, and materials.

8. Prepare and submit reports required by the State and the District.

Counseling and Placement

1. Assist students in dealing with personal, social, and educational challenges.

2. Provide eligible students an opportunity for on-the-job training related to the instructional program.

3. Assist students in securing employment and /or furthering their education 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 staff development activities and selected professional growth activities.
5. Maintain an active advisory committee program meeting a minimum of twice a year.
6. Assist in upholding and enforcing the policies and procedures 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 technical education 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.
3. The instructor's workday will include but is not limited to the following schedule:
   - 7:30am - Report to work
   - 7:50am - Be in classroom area preparing for class
   - 8:00am - Class begins
   - 11:00am-11:50am - Lunch
   - 11:50am - Be in classroom area preparing for class
   - 12:00pm - Class begins
   - 3:00pm - PM class ends
   - 4:00pm - End of workday

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 touch, handle, or feel; reach with hands and arms; and talk and hear. The employee is regularly 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 employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate.