Position Announcement

Job Title  Pre-Engineering Instructor

Location  Canadian Valley Technology Center
          Chickasha Campus

Qualifications
The instructor shall have a minimum of a Bachelor’s degree; possess or qualify for standard teaching certification, with the appropriate endorsements in advanced mathematics and physics. The instructor must have at least three years successful experience in engineering, math or science education. It is preferred that the teacher possess a Bachelor’s or Master’s degree in Mathematics, Physical Science, Physics, or Engineering.

To perform this job successfully, a teacher must complete the training required by Project Lead the Way (PLTW) for each course taught and be able to perform each essential duty satisfactorily. Additionally, a teacher must be willing to complete ongoing College Board-approved Advanced Placement training. 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.

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. The teacher will work at two or more high school campuses, as an employee of Canadian Valley.

Salary Range  $51,006-60,696 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: Pre-engineering Instructor  
Location: Chickasha Campus  
Reports To: Campus Director  
FLSA Status: Exempt/10 months/Certified Scale  
Prepared By: Tracy Goyne, Campus Director  
Prepared Date: 04/20/2015

Qualifications:

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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. The teacher will work at two or more high school campuses, as an employee of Canadian Valley.

Teachers are responsible for:

Instruction

1. Meet and instruct students in assigned classes.
2. Meet all requirements, and goals of host schools educational plan and mission.
3. Provide performance based individualized and group instruction utilizing a variety of instructional techniques.
4. Assist in development, revision, and updating of competency based curriculum materials including written curriculum and audio visual instructional support materials.
5. Instruct students in the use, care, and safe operation of machinery and equipment and the care of furniture, material, and supplies.
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 and prepare progress reports.
5. Maintain accurate record of attendance for each student.
6. Maintain a clean and orderly classroom, laboratory, 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 options.
2. Assist students in developing career goals and plan for future education.
3. Foster relationships with industry, and individual to provide mentor partners for students.
4. Assist administration in counseling and contacting of students and parents in regard to attendance.
5. Work with counseling staff, parents, and students to ensure appropriate high school graduation and college entrance credits are earned.
6. Assist each student in creating and maintaining a portfolio in accordance with PLTW guidelines.

Professional Relationships

1. Work cooperatively with other instructors, administration, and staff at Canadian Valley and partner schools.
2. Attend and participate in faculty meetings.
3. Maintain professional competence through participation in the staff development plan, in-service education activities, and selected professional growth activities.
4. Assist in upholding and enforcing the rules and regulations of the Board of Education.
5. Maintain an active advisory committee and meet a minimum of twice a year.
6. Participate in the evaluation process with the assigned administrator.
7. Attend the annual career tech conference in August and other conferences and workshops as required, such as PLTW and/or AP training.
Other:

1. Assist the counselor in completing and/or updating the AP course audit as required by the College Board.
2. Perform other tasks, duties, and responsibilities as may be assigned by the administration.

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 employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to wet and/or humid conditions and risk of electrical shock. The noise level in the work environment is usually moderate.