

- ♦ Confers with team leader, team members, i.e., enrichment instructor, counselor, job developer, etc. to obtain additional information and to gain insight on student behavioral disorders affecting the learning processes.
- ♦ Designs with team leader and team members special help programs for low achievers, encouraging parent-teacher cooperation.
- ♦ Presents subject matter to students, utilizing a variety of methods and techniques, such as lectures, discussions, or demonstrations; ensures use of classroom time is organized and that instruction and clean-up can be accomplished within the allotted time.
- ♦ Assists students, individually or in groups, with lesson assignments to present or reinforce learning concepts; responds to basic student questions; may initiate study groups in preparation for exams.
- ♦ Enforces classroom protocols, rules and regulations; maintains classroom discipline; utilizes effective classroom management techniques.
- ♦ Maintains a clean and orderly classroom and lab area; ensures that waste and byproducts are disposed according to Occupational Safety and Health Administration (OSHA) and Environmental Protection Agency (EPA) standards and procedures.
- ♦ Provides feedback to supervisor and co-workers regarding student progress and/or comprehension of course content.
- ♦ Assists students to develop and implement effective study skills, practices and techniques.
- ♦ Assists students to develop and complete resumes, applications for employment, cover letters, etc.
- ♦ Assists job developers in the placement of students in internships or cooperative work experience.
- ♦ Develops and implements record keeping procedures that ensure proper documentation of action plans for success per requirements of supervisor; keeps and reports data required by funding agencies, i.e., attendance, progress, and competency based data for each student.
- ♦ Ensures confidentiality of all program records and student information.
- ♦ Develops a strong understanding of school policies and procedures, ADE requirements, etc.; upholds requirements and policies of the District.
- ♦ Develops and maintains an active program advisory committee; provides documentation of meetings, i.e., attendance reports and minutes of each meeting.
- ♦ Maintains relationship with the business community to ensure job training goals, objectives, and curriculum are aligned with current business standards and practices.

- ♦ Establishes effective and cooperative working relationships with EVIT staff while monitoring student progress.
- ♦ Attends meetings and training per requirements of the supervisor; participates in faculty and professional meetings, educational conferences, and professional development workshops.
- ♦ Participates on school committees as determined annually.

MINIMUM QUALIFICATIONS:

- ♦ Bachelor's or more advanced degree from an accredited university or college in Industrial Technology Education and 240 clock hours of verified occupational experience in the specific trade to be taught; **OR**
- ♦ 6,000 clock hours of verified occupational experience in the specific trade to be taught; **AND**
- ♦ Arizona Department of Education secondary or vocational certification in the area of instruction.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ♦ Working knowledge of instructional theory, basic education principles, practices and methodologies, the developmental process, competency-based curricula, and general classroom and lab practices.
- ♦ Possesses good organizational skills; knowledge of record keeping procedures, including the ability to collect and organize data and information.
- ♦ Working knowledge of modern office practices and procedures, including applicable computer operations and software, i.e., Microsoft Office Suites, student record programs.
- ♦ Ability to establish and maintain appropriate level of authority as well as creating an atmosphere of support and confidence for students.
- ♦ Possesses effective written and verbal communication skills.
- ♦ Ability to develop effective working relationships with supervisors, co-workers, parents and students and the general public.
- ♦ Ability to work with youth (16-17 years old) and young adults (18-21 years old) effectively.
- ♦ Ability to work independently and to manage work assignments in a highly interpersonal contact environment.
- ♦ Ability to deal effectively with stress caused by workload, deadlines, and situations as they occur.
- ♦ Must be tactful, have good interpersonal skills and sound judgment.

WORKING CONDITIONS:

- ♦ The employee hired for the full-time position work a basic 40-hour workweek. Hours are typically 7:30 a.m. - 3:30 p.m. The employee hired for the part-time position will work a ½ day school schedule. Hours are typically 11:30 a.m. - 3:30 p.m. The employee may work evening hours, attending basic functions of the school, such as career fairs, Open House, Tech Fests, team meetings and other school-sponsored activities. 30 minutes are allotted for lunch. Instructional planning periods and scheduled meeting times is available between the hours of 10:35 a.m. -11:25 a.m. and 2:35 p.m. -3:30 p.m.
- ♦ The employee will interact with many types of personalities and other individuals, i.e., family members or friends who may be angry, difficult or indifferent. All these factors may contribute to a stressful environment, and therefore, while this work may be satisfying, it can also be emotionally draining.
- ♦ This position is eligible for paid Federal, State, and District approved holidays during the 10-month working period.
- ♦ Classroom and lab (shop) area will be provided for the Electronics Program Instructor, where students may work with the teacher individually or in-groups. A desk, computer workstation, printer, projector, and telephone are available for the employee. The employee may be exposed to dangerous chemicals or may operate hazardous equipment related to the training area.
- ♦ Applicable Arizona Statutes pursuant to Title 15 (Education), Title 13 (Criminal), and Title 38 (Public Officers and Employees) prevail. Proof of immunization (*if born on or after January 1, 1957*) and fingerprinting shall be required of all employees.

I FULLY UNDERSTAND THE JOB DUTIES, RESPONSIBILITIES, AND WORKING CONDITIONS THAT ARE OUTLINED ABOVE AND THAT HAVE BEEN DISCUSSED WITH ME BY MY SUPERVISOR,

Employee's Signature

Date

Supervisor's Signature

Date