

**Eastern Oklahoma County Technology Center
Job Description**

Job Title: Service Career Instructor
Department: Secondary Education
Reports To: Director of Daytime Programs

SUMMARY: Responsible for conducting a competency-based instructional program with the emphasis on teaching equipment maintenance and building and grounds maintenance. Teach and train students in knowledge, attitudes and skills for entry-level competencies in the Occupational Services industry.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

Organizes program of practical and technical instruction, including demonstrations of skills required in trade and area.

Instructs students in career areas, codes or regulations related to trade, and safety precautions.

Help students set employment goals.

Plans and supervises work of students, individually or in small groups, in shop or laboratory.

Instruct students in the importance and significance of accuracy, neatness, efficiency, resourcefulness and good work habits in obtaining and retaining employment.

Sponsors a chapter of SkillsUSA.

Evaluates each student's performance based on knowledge, skills and attitudes; maintain competency records, prepares progress reports and employment references for students.

Works in a collaborative team with counselors, assistant, transition specialists, instructors, partner school teachers and administration.

Assist in providing students an opportunity for on-the-job training in a job related to the instructional program and placing the student for employment upon completion of program.

Attends and participates in faculty meetings and individual education plan (IEP) meetings as needed.

Actively enforces student discipline both in program areas and campus-wide.

Work with Transition Specialist and others to provide instruction in employability skills for students.

Maintains professional competence through participation in professional development, in-service activities, and participation in professional organizations.

Maintains a program advisory committee which meets a minimum of two times a year and includes agency representatives.

Maintains contact with business community relative to job requirements, current business trends and use of equipment.

SUPERVISORY RESPONSIBILITIES: To supervise and direct a teaching assistant in the program. Maintain an accurate job description for assistant.

QUALIFICATION REQUIREMENTS: 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.

Education/Experience: High school diploma or general education degree (GED); or three years experience and/or training; or equivalent combination of education and experience. Special education and/or vocational teaching experience preferred but not required.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Certifications, Licenses, Registrations: Ability to meet secondary certification requirements.

Other Skills and Abilities: Need a working knowledge of greenhouse operations, commercial grounds keeping, general building maintenance, custodial services, and small gasoline engine technology.

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 accommodation 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 stand; walk; and use hands to handle, or feel objects, tools, or controls. The employee frequently is required to reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit, climb or balance. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close, distance, color, peripheral vision, depth perception and the 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 the job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee frequently works near moving mechanical parts and in outside weather conditions and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually loud.