

**EAST VALLEY INSTITUTE OF TECHNOLOGY
JOB DESCRIPTION**

Job Title: ITEC (Information Technology and Engineering Instructor)

Division: School **Status:** PT/FT Exempt

Department: Instruction **Term:** 10 months

General Purpose: Under general supervision, the ITEC Instructor will perform a variety of routine duties, as needed, to teach Digital Robotic Design and Mobile Application Design and Programming courses simultaneously.

Supervision Received: The ITEC Instructor will be supervised by an Assistant Principal or Principal.

Supervision Exercised: None

Essential Duties:

- ❖ Prepares performance-based objectives and outlines for course of study following curriculum guidelines and requirements of the school, State, and Federal initiatives; meets State and local performance measures.
- ❖ Develops annual goals for program improvement; revise and update program curriculum using performance based open entry/open exit individualized curriculum materials, as needed.
- ❖ Organizes program of practical and technical instruction, including demonstrations of skills required in Programming, Engineering, and Robotics and lectures on theory, techniques, and terminology; prepares outline of instructional programs and studies and assembles materials to be presented; reviews with supervisor, as needed.
- ❖ Instructs students in subject areas, i.e., design, build, communicate and operate robotic and automation equipment, design and develop mobile application utilizing multiple languages for current and evolving technologies.
- ❖ Instruct students in the importance of accuracy, neatness, efficiency, resourcefulness and good work habits in obtaining employment in companies requiring skills for Robotic Technicians or Programmers.
- ❖ Initiates purchase requisitions for supplies, materials, and equipment following district and the Arizona Department of Education (ADE) procurement policies and procedures; ensures preventative maintenance is in place.

- ❖ Assigns lesson to students and corrects homework; administers tests to evaluate achievement of students in technical knowledge and practical skills; records results, and issues reports to students, school and to parents.
- ❖ Keeps records of daily attendance and student progress; reports to supervisor and the registration office per requirements of the District, School, and ADE.
- ❖ Confers with assistant principal, principal, team members, i.e., enrichment instructor, counselor, etc. to obtain additional information and to gain insight on student behavioral disorders affecting the learning processes.
- ❖ Designs with assistant principal 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 in the placement of students in externships or cooperative work experience.
- ❖ Develops and implements record keeping procedures that ensure proper documentation of action plan 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 advanced degree from an accredited university or college in Industrial technologies or Industrial Technical Education and 240 hours of verified experience in the specific trades to be taught; *OR*
- ❖ 6,000 hours of occupational experience in the specific trades(**s**) to be taught; *AND*
- ❖ Arizona Department of Education secondary or career & technical education certification in the area of Industrial and Emerging Technologies.

Additional Desired Qualifications

- ❖ A Master's degree in Software, Mechanical, or Electrical Engineering.
- ❖ Five years' experience with Computer Aided Design programs such as Adobe Inventor or SolidWorks.
- ❖ Certifications or extensive knowledge for one or more programming languages; C#, Java, HTML, Visual Basic, SQL, etc.

Knowledge, Skills, and Abilities:

- ❖ Working knowledge of instructional theory, basic education principals, 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., prior knowledge in the following software applications and coding for this position: Adobe Inventor or CS, SolidWorks, Visual Basic, C#, or other programming utilities.
- ❖ 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 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 this position will work a basic 40-hour week. Hours are typically 7:30 a.m. – 4:00 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. – 4:00 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 will have time off during District approved holidays during the 10 month working period.
- ❖ Classroom area will be provided for the ITEC Instructor where students may work with the teacher individually or in groups. A desk, computer workstation, 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**