

# **EAST VALLEY INSTITUTE OF TECHNOLOGY**

## **JOB DESCRIPTION**

**JOB TITLE:** Banking and Financial Services Instructor

**DIVISION:** School                      **STATUS:** Part or Full-Time/Exempt

**DEPARTMENT:** Instruction                      **TERM:** 10 months

**GENERAL PURPOSE:** Under general supervision the Banking and Financial Services Instructor will perform a variety of routine duties, as needed, to prepare the student for entry level employment in business and industry. The instructor will be responsible for developing student skills, knowledge, and attitude commensurate to the goals of the program and effectively using materials and equipment to meet goals. The instructor will identify potential training sites, make all arrangements necessary for the placement of students as per state regulations, and supervise students in that training. The teacher will be responsible to teach students from different backgrounds, ethnicity, nationalities, gender, ages, religions, or disabilities in the classroom and in the lab, using a variety of teaching methods such as lectures and demonstrations and using audiovisual and technological aids to supplement the presentations.

**SUPERVISION RECEIVED:** The Banking and Financial Services Instructor will be assigned to one of the three teams established and will be directly supervised by an Assistant 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 the banking and financial services professions, 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., use, maintenance, and the safe operation of tools and equipment, codes or regulations related to the Banking and Financial Services program.
- ◆ Instructs students in the importance of accuracy, neatness, efficiency, resourcefulness and good work habits in obtaining employment.
- ◆ Initiates purchase requisitions for supplies, materials, and equipment following district and the Arizona Department of Education (ADE) procurement policies and procedures; ensures preventive maintenance program for equipment 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, 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 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 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 advanced degree from an accredited university or college in Industrial Technologies or 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 career & technical education certificate in the area of business and marketing education.

#### **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 this position will work a basic 40-hour workweek. 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.
- ◆ 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 (clinical) area will be provided for the Banking and Financial Services Instructor, where students may work with the teacher individually or in-groups. A desk, computer workstation, a printer, a 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.**

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Employee's Signature

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Date

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Supervisor's Signature

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Date