

Great Plains Technology Center
Pre-Engineering Instructor

Reports to: Health Science Services & STEM Education Director

Contract: 10 months

Education: Bachelor's Degree in Education with Oklahoma Advanced Math Certification; must have or be willing to work toward Project Lead the Way certification

Experience: Teaching experience in the secondary school environment preferred

Essential job duties and responsibilities:

1. Instruct through lectures, discussions and demonstrations in the assigned curriculum.
2. Establish clear objectives for all lessons, units and projects and communicate those objectives to students.
3. Prepare, administer and grade tests and assignments to evaluate student progress.
4. Prepare materials and classroom for class activities.
5. Adapt teaching methods and instructional materials to meet student needs, interests and abilities.
6. Maintain accurate and complete student records as required by laws, district policies and administrative regulations.
7. Assign and grade class work.
8. Observe and evaluate student performance, behavior, social development and physical health.
9. Enforce all administrative policies and rules governing students.
10. Follow all policies and procedures at Great Plains Technology Center.
11. Establish and enforce rules for behavior and procedures for maintaining order among students for whom the teacher is responsible.
12. Attend summer conference, night meetings and summer training as required