

NOTICE OF VACANCY

Effective for the 22-23 school year

Title: **INFORMATION TECHNOLOGY ACADEMY INSTRUCTOR**

Summary: This person is responsible for providing instruction in the Information Technology Academy program following the prescribed course of study.

Job Objective: Provides an instructional sequence of classes and experiences involving in-depth training to prepare students for careers and/or college. Helps students make appropriate choices. Encourages parental involvement.

Minimum Qualifications:

- Hold and maintain valid state department of education license/certificate appropriate for the position.
- Industry certifications appropriate for the position
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Keeps current with technology and other workplace innovations that support job functions.
- Commitment to keep current with occupational trends and skills deemed essential by employers.
- Ability to physically manage bulky and/or unwieldy packages and supplies.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Serves as an advisor to individual program CTSO.
- Consults with district staff to identify ongoing/emerging career/technical needs of students.
- Monitors workforce trends and training needs. Evaluates the relevance of new technology.
- Recommends program purchases. Maintains equipment inventory records as directed.
- Performs equipment safety inspections. Develops rules and procedures that promote the safe use of equipment. Monitors compliance with all licensing agreements.
- Teaches classes as scheduled. Maintains a thorough understanding of subject material. Creates effective student learning experiences. Documents teaching performance objectives. Uses formal and informal assessment strategies to monitor and manage student learning.
- Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- Prepares the assigned classroom or instructional area. Develops written lesson plans that align with state standards and the district's adopted courses of study/curriculum goals.
- Evaluates the academic needs of students. Develops meaningful educational activities that engage and stimulate student learning. Varies instructional techniques to address diverse learning styles.
- Helps students take full advantage of the learning environment (e.g., use of instructional/media resources, access/proximity to activities, etc.).
- Facilitates and monitors work-study placements. Supervises supplemental program activities (e.g., summer fairs, camp programs, leadership conferences, etc.).
- Communicates expectations, provides guidance, and shows an active interest in student progress.
- Facilitates self-reliance, problem-solving, critical-thinking, creativity, and performance skills.
- Plans collaborative student learning activities that encourage positive peer relationships.
- Collaborates with other staff. Shares knowledge and resources that enhance student learning.
- Upholds the student conduct code. Implements effective pupil management procedures. Maintains a positive learning environment. Helps parents/students understand academic objectives, behavioral standards, and performance expectations.
- Consults with support personnel to address student concerns (e.g., excessive absences, at-risk behavior, mental/physical health, family/peer relations, etc.).
- Collaborates with staff to implement and monitor behavior management plans when required.
- Supports an inclusive educational environment. Provides opportunities for students with disabilities to participate in appropriate learning activities.
- Initiates referrals for student assistance as needed. Meets mandated paperwork deadlines. Helps the intervention assistance team (IAT) prepare plans for eligible students.

- Helps prepare and implement Section 504, Individualized Education Plans (IEP), and/or other interventions for assigned students meeting eligibility requirements.
- Proctors district testing activities as directed. Upholds security procedures. Helps students with content-area preparation activities.
- Maintains accurate records and submits reports on time.
- Evaluates student achievement/performance. Prepares progress reports. Consults with parents as needed (e.g., phone calls, notes, meetings, etc.).
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Promotes the proper use, care, and security of school property.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Supervises non-classroom activities when assigned.
- Participates in staff meetings, conferences, and other required school activities.
- Encourages parent organizations and supports school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Provides prompt notification of absences. Ensures that student lists and teaching materials are readily available for substitutes.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Upholds board policies and follows administrative guidelines/procedures. Promotes a professional image of the school district. Encourages community partnerships that enhance district programs.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Acknowledges personal accountability for decisions and conduct.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work environment.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Maintains an acceptable attendance record and is punctual.
- Organizes tasks and manages time effectively. Meets deadlines despite time constraints.
- Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

CONDITIONS OF EMPLOYMENT:

1. Length of employment...184 days per year.
2. Hours per day...Seven hours 5 minutes (7.083) hours per day
3. Salary ...based on experience
4. Fringe benefits....per negotiated agreement

PROCEDURE:

If interested, make application to Willard C. Adkins, Superintendent, Columbiana County Career Center, 9364 State Route 45, Lisbon, Ohio 44432. Phone: (330) 424-9561, extension 129.

The Columbiana County Vocational School District is an EQUAL OPPORTUNITY EDUCATIONAL INSTITUTION. Employment and educational opportunities are offered without regard to race, color, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The Columbiana County Career Center is in compliance with TITLE VI, TITLE IX, AND SECTION 504. The coordinator, Curt Kaiser, has offices located at the Columbiana County Career Center, 9364 State Route 45, Lisbon, OH 44432, telephone (330) 424-9561 extension 117.

POSTING DATE: **April 11, 2022**

DEADLINE TO APPLY: **Until filled**