Job Title: Instructor, Biotechnology & Environmental Sciences/Agrisciences

FLSA Status: Exempt

Salary Range: OTCEA Teacher Salary Schedule

Performance Area: Instructional Services

Department: Oakland Schools Technical Campuses

Reports To: Dean, OS Technical Campus – SW

Position Summary: Develop and deliver academic, technical and workplace instruction to Career Focused Education students, with a focus on career areas including Plant Science, Animal Science, Environmental Science and Natural Resources through a cluster approach.

Essential Functions and Tasks:

Planning and Preparation

- Exhibit knowledge and understanding of how students learn including the application of research based pedagogy, and instructional practices and methodologies.
- Develop, evaluate and progress the competency-based technical education curriculum within the cluster model consistent with the Oakland Schools Career Focused Education Curriculum Framework Model.
- Develop, evaluate, and integrate academic and Career Ready Practices instruction aligned to technical skill standards and state curriculum requirements. Utilize critical thinking to make sense of problems and persevere in solving them.
- Evaluate, document, and communicate student work habit skill performance into the grading process.
- Implement and document planning and preparation activities to ensure that quality assessment, instruction, and evaluation activities occur for students daily.

Cluster Environment

- Develop and implement, using a collaborative methodology with the cluster instructional team, classroom management in a cluster model.
- Coordinate and supervise the activities of instructional technicians assigned to the cluster.
- Facilitate and manage student support services (special education, Work based Learning, counseling, academic support) provided to students.
- Coordinate and manage student field trips (local and overnight) and related activities according to Oakland Schools policy and procedures.
- Develop, provide and seek Work Based Learning opportunities for all students. Visit and monitor student worksites as required by state guidelines and Career Focused Education procedures.
- Provide and participate in youth leadership activities.(CTSO’s, Enrichment and student clubs)
- Communicate regularly with parents using formal and informal communication methods. Document and communicate student progress/achievement information and behavior events using the CFE designated student information system and follow set dates for formal reporting of student progress/grading.
- Maintain a safe, clean, organized learning environment addressing state and federal standards. Use, handle, store and properly dispose of hazardous materials.

Instruction

- Coordinate, manage and seek instructional opportunities including web based academic, blended learning, advanced placement, technical education, and/or other courses relevant to the cluster curriculum.
• Utilize cluster, Oakland Schools CFE designated and enterprise-wide technology systems and applications to enhance and improve instructional delivery and student achievement. Integrate the application of technology as outlined in The Curriculum Framework Model Cluster Continuous Improvement Cycle (3-Year Cycle)
• Develop and maintain regionally based articulation agreements with post-secondary institutions.

**Professional Responsibilities**
• Participate in staff and organizational development activities to improve technical knowledge, instructional practices and methodology, and personal skills. Monitor and maintain state required Continuing Education offerings for teaching certificate renewal. In the case of Annual Vocational Authorization status, maintain annual progress as indicated in your submitted education plan.
• Plan, coordinate and participate in regional advisory meetings and other relevant industry organizations to ensure cluster curriculum meets current and future workforce development needs.
• Use and analyze student, cluster, building, and regional data require in the 3Year Review Cycle.
• Maintain communication with building, department and Oakland Schools administrators and consultants.
• Participate in student marketing, outreach, recruitment, and retention activities.
• Successfully maintains a cluster budget and follows Oakland Schools policies and procedures for purchasing and deposits.
• Implement activities designed to address state and national educational reform and improvement efforts.
• Work cooperatively with cluster team members for maximum utilization of Universal Planning Time to assess, monitor, and improve the learning environment and processes within the cluster as guided by Regional Cluster 3 Year Cycle and School Improvement plans.

**Job Qualifications:**
• Bachelor’s Degree in Biology preferred.
• Valid Michigan Teaching Certificate with Secondary Education Endorsement preferred.
• Interim Occupational Certificate/Occupational Education Certificate or Provisional /Professional Certificate with HX (Agriscience and Natural Resources) & VA (Vocational Agriscience and Natural Resources) plus Interim Occupational Certificate/Occupational Education Certificate.
• Annual Vocational Authorization (AVA) in the assigned cluster and a minimum of at least two years of work experience in this occupational area.
• Three years teaching experience or equivalent desired.
• Ability to properly utilize tools and equipment necessary in providing instruction to students. The incumbent is also required to properly operate required office equipment such as a personal computer.

**Employment Terms:**
Ten month work year. Salary based on the Oakland Technical Center Education Association Teacher Salary Schedule.

**Application Deadline:**
Letters of interest and resumes will be accepted until 4:30 p.m. May 25, 2015 or until filled.

**Apply To:**
- Go to www.oakland.k12.mi.us/ohre , Click “View all Open Positions in OHRC Districts”.
- Click “Broken Down by District”. Click “Oakland Schools”.
- Click on Desired Position and click on “Apply” button in the upper right corner and follow prompts.

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