

**Cambridge Education Group (CEG)
Position Description**

Job Title: Vocational Instructor - Information Technology
Reports to: School Director

OVERVIEW

Guides students through available curriculum resources designed to assist students in achieving industry recognized credentials in the field of information Technology, including but not limited to Microsoft Office Specialist (Word, Power Point, Excel and Outlook). Develops supplemental teaching materials as needed to promote learning. Coordinates all student assessment / progress activities and credential testing. Stays current regarding innovations in functional technologies and helps prepare students to appropriately enter the workforce.

PRIMARY PURPOSE

To provide vocational training to students that is consistent with the recognized body of vocational knowledge and industry approved teaching techniques.

QUALIFICATIONS

- Minimum of Microsoft Office Specialist (MOS) certification with 5 or more years of experience in a computer related occupation
- Preferred experience in teaching, case management, coaching or human services field
- No restrictions in securing an Ohio Department of Education substitute teacher license
- Understanding and appreciation for a non-traditional learning environment.

MAJOR RESPONSIBILITIES AND DUTIES

The following responsibilities and duties encompass the three R's: **Relationships, Relevance and Rigor:**

RELATIONSHIPS

- Provide students with daily briefings on work to be completed during class or the day's activities. Instruct students through work assignments/monitor and coach their progress toward assignment completion.
- Establish professional rapport with students by demonstrating their worth and dignity while communicating responsibility and citizenship expectations.
- Be vigilant in protecting the confidentiality of students, guarding against inappropriate statements or release of information.

RELEVANCE

- Demonstrate knowledge and proficiency in vocational subject area, incorporate best teaching practices, and recognize individual uniqueness in student assimilation rates in order to help students attain basic vocational proficiency.
- Plan and provide an instructional program consistent with recognized vocational standards such Microsoft Office Specialist (MOS).
- Instruct subjects in an effective manner relative to the multiplicity of cultures and ability levels. Use sound instructional strategies, techniques, activities, media, and demonstrate equipment use consistent with student needs and instructional goals.
- Ensure hands-on participation in teaching skills, techniques, activities and media consistent with student needs and goals.
- Create a learning plan that paces student learning so as to achieve credentialing in a reasonable amount of time and consistent with curriculum expectations. Periodically evaluate student learning through testing and project assignment, and provide specific, accurate and substantive feedback as to each student's progress. Prepare progress reports and report cards as required by school policy or law.
- Maintain professional certification and/or licensure through ongoing training and education as needed.
- Attend and participate in staff meetings, committees and scheduled training as required. Complete required documentation and respond to specific internal informational requests in a timely and complete manner.

RIGOR

- Verify daily student attendance and punctuality; report and/or take appropriate action arising from this area in a timely manner. Assure that you are punctual and dependable in your own attendance. Follow appropriate policies in time-away situations.
- Manage classroom/worksite activities in a manner that stimulates learning, teamwork, and developmental skills.
- Maintain standards of appropriate behavior through fair and just progressive corrective actions. Refer formal disciplinary issues to counselors and/or administrators for disposition.
- Conduct yourself in a manner which demonstrates positive role model attributes of responsible adulthood in all realms of employment, including punctuality, reliability, professional behavior, emotional stability, and sound judgment as part of teaching ethics and community relations.
- Perform other duties as assigned or needed.
- Behave in a cooperative and constructive manner; follow all company policies, state, local, federal and other applicable laws and guidelines; comply with any and all job-specific requirements.