
ST. CLAIR COUNTY TECHNICAL EDUCATION CENTER Information Technology Instructor

POSITION SUMMARY

The information technology instructor will be responsible for teaching 11th and 12th grade students computer repair and networking.

QUALIFICATIONS

Education: The ideal candidate will possess a Bachelor's Degree in Secondary Education or be willing to obtain a valid Michigan secondary teaching certificate with a vocational endorsement in information Technology CIP 11.0901.

Certification: Current industry certification in CompTIA A+ is required and must be maintained.

Experience: Two or more years (4,000 hours) of recent relevant work experience.

ESSENTIAL JOB RESPONSIBILITIES

1. Provide computer repair and networking instruction to assigned students according to the standards established by the State of Michigan and the Technical Education Center.
2. Establish student management practices and a classroom environment that facilitates quality instruction.
3. Work cooperatively and effectively with St. Clair TEC staff and administration.
4. Utilize a competency/task list, job sheets, and specific assessments to deliver instruction.
5. Regularly develop, review and revise curriculum based on State, National, and industry standards and benchmarks.
6. Maintain minimum professional development and educational requirements.
7. Accurately maintain required records.
8. Organize and maintain a clean and professional learning environment.
9. Work cooperatively as a team member.
10. Facilitate a student led business in computer repair.
11. Must be able to stoop, bend, squat, pull, push, twist and have the ability to lift up to 50 lbs. and stand for long periods of time.

**THIS LIST OF ESSENTIAL JOB RESPONSIBILITIES IS NOT EXHAUSTIVE
AND MAY BE SUPPLEMENTED AS NECESSARY**

RELATED JOB RESPONSIBILITIES

1. Infuse student-centered concepts and principles into the learning environment.
2. Manage the learning environment by developing, scheduling, and delivering relevant activities, diagnosing student learning difficulties, providing corrective action, monitoring and reporting student progress.
3. Manage student behaviors by developing, implementing, and maintaining a classroom management plan.
4. Develop, maintain and support an active advisory committee.
5. Assist students in seeking and retaining employment related to their training.
6. Maintain educational laboratory and equipment in such a manner as to continuously offer an effective instructional environment.
7. Become an integral part of the Information Technology instructional team for planning, delivery and evaluation of program.
8. Work cooperatively with all parents and the staff of local school districts. Maintain good public relations with the community at large.
9. Follow procedures and policies as set forth in the staff handbook, student handbook and board of education policy manual.

CONDITIONS OF EMPLOYMENT

Position Employment Date: 2018-2019 school year -upon board approval, pending background check, physical and drug screening

Length of Contract: 185 Day School Year

Salary: per the IEA Contract

Fringe Benefits: per the IEA Contract

PROCEDURE

Complete on-line application at www.sccresa.org including letter of interest, resume and credentials by July 17, 2018.

Sandy Vince
Human Resource Department
St. Clair County RESA
PO Box 1500
Marysville, MI 48040
Fax: (810) 364-5235

The Board of Education of the St. Clair County Regional Educational Service Agency complies with all federal and state laws and regulations prohibiting discrimination and with all requirements and regulations of the United States Department of Education and Michigan State Department of Education.

It is the policy of the RESA Board of Education that no person on the basis of race, color, religion, gender, age, national origin, ancestry, height, weight, marital status, familial status, political belief or affiliation, disability, handicap, sexual orientation, gender identity or expression or legally protected, classification shall be discriminated against, excluded from participating in, denied the benefits of, or otherwise be subjected to discrimination in any program, employment practice, or activity for which it is responsible, or for which it receives financial assistance from the United States Department of Education or the Michigan State Department of Education.

All new hires are subject to an employment entrance physical exam including drug and alcohol testing and fingerprinting background check with law enforcement agencies