

- ◆ Initiates purchase requisitions for supplies, materials, and equipment following district and the Arizona Department of Education (ADE) procurement policies and procedures; ensures preventive maintenance program for equipment is in place.
- ◆ Assigns lesson to students and corrects homework; administers tests to evaluate achievement of students in technical knowledge and practical skills; records results, and issues reports to students, school and to parents.
- ◆ Keeps records of daily attendance and student progress; reports to supervisor and the registration office per requirements of the District, school, and ADE.
- ◆ Confers with team leader, team members, i.e., enrichment instructor, counselor, job developer, etc. to obtain additional information and to gain insight on student behavioral disorders affecting the learning processes.
- ◆ Designs with team leader and team members special help programs for low achievers.
- ◆ Presents subject matter to students, utilizing a variety of methods and techniques, such as lectures, discussions, or demonstrations; ensures use of classroom time is organized and that instruction and clean-up can be accomplished within the allotted time.
- ◆ Assists students, individually or in-groups, with lesson assignments to present or reinforce learning concepts; responds to basic student questions; may initiate study groups in preparation for exams.
- ◆ Enforces classroom protocols, rules and regulations; maintains classroom discipline; utilizes effective classroom management techniques.
- ◆ Maintains a clean and orderly classroom and lab area; ensures that waste and byproducts are disposed according to Occupational Safety and Health Administration (OSHA) and Environmental Protection Agency (EPA) standards and procedures.
- ◆ Provides feedback to supervisor and co-workers regarding student progress and/or comprehension of course content.
- ◆ Assists students to develop and implement effective study skills, practices and techniques.
- ◆ Assists students to develop and complete resumes, applications for employment, cover letters.
- ◆ Assists in the placement of students in internships or cooperative work experience.
- ◆ Develops and maintains an active program advisory committee; provides documentation of meetings. i.e. attendance reports and minutes of each meeting.

- ◆ Maintains relationship with the business community to ensure job training goals, objectives, and curriculum are aligned with current business standards and practices.
- ◆ Establishes effective and cooperative working relationships with EVIT staff while monitoring student progress.
- ◆ Attends meetings and training per requirements of supervisor; participates in faculty and professional meetings, educational conferences, and professional development workshops.

Minimum Qualifications:

- ◆ Bachelor's degree from an accredited university or college health education or related field and 6,000 clock hours of verified occupational experiences in the specific trade to be taught; *AND*
- ◆ Massage Therapy licensure through the Arizona Board of Massage Therapy; *AND*
- ◆ Arizona Department of Education secondary or vocational certification in the area of instruction.

Skills, Knowledge, and Abilities:

- ◆ Working knowledge of instructional theory, basic education principles, practices and methodologies, the developmental process, competency-based curricula, and general classroom and lab practices.
- ◆ Possesses good organizational skills; knowledge of record keeping procedures, including the ability to collect and organize data and information.
- ◆ Working knowledge of modern office practices and procedures, including applicable computer operations and software, i.e., Microsoft Office Suites, student record programs.
- ◆ Ability to establish and maintain appropriate levels of authority as well as creating an atmosphere of support and confidence for students.
- ◆ Possesses effective written and verbal communication skills.
- ◆ Ability to develop effective working relationships with supervisors, co-workers, parents and students and the general public.
- ◆ Ability to work with youth (16-17 years old) and young adults (18-21 years old) effectively.
- ◆ Ability to work independently and to manage work assignments in a highly interpersonal contact environment.

- ◆ Ability to deal effectively with stress caused by workload, deadlines, and situations as they occur.
- ◆ Must be tactful, have good interpersonal skills and sound judgment.

Working Conditions:

- ◆ The employee hired for this position will work a basic 20-hour workweek until classes are in session. Hours will be scheduled according to the needs of the program until classes are in session. The employee may work evening hours, attending basic functions of the school, such as career fairs, Open House, Tech Fests, team meetings and other school-sponsored activities.
- ◆ The employee will interact with many types of personalities and other individuals, i.e., family members or friends who may be angry, difficult or indifferent. All these factors may contribute to a stressful environment, and therefore, while this work may be satisfying, it can also be demanding.
- ◆ This position is eligible for paid Federal, State, and District approved holidays.
- ◆ Classroom and lab (clinical) area will be provided for the Massage Therapy Program Instructor, where students may work with the teacher individually or in-groups. A desk, computer workstation, a printer, a projector, and telephone are available for the employee. The employee may be exposed to dangerous chemicals or may operate hazardous equipment related to the training area.
- ◆ Applicable Arizona Statutes pursuant to Title 15 (Education), Title 13 (Criminal), and Title 38 (Public Officers and Employees) prevail. Proof of immunization (*if born on or after January 1, 1957*) and fingerprinting shall be required of all employees.

I fully understand the job duties and responsibilities that are outlined above and that have been discussed with me by my supervisor on _____.

Employee Signature

Date

Supervisor's Signature

Date