

TITLE: AM Hub Engineering Instructor

REPORTS TO: Educational Supervisor

EMPLOYMENT STATUS: Full Time - 185

FLSA STATUS: Exempt

QUALIFICATIONS:

- Must meet **ONE OF THE FOLLOWING:**
 - High school diploma **AND** at least 5 years of relevant work experience in engineering, manufacturing, or related fields **AND** willingness & ability to complete Ohio's alternative teacher licensure process; **OR**
 - Current Ohio State Board of Education licensure to serve grades 10-12 in an area related to Math, Science, Engineering, or Manufacturing;
- Strong technical expertise in engineering tools and software (e.g., CAD, robotics programming);
- A commitment to fostering a culture of high achievement, innovation, and collaboration;
- Willingness/ability to work with students, teachers and administrators as a team member;
- Computer expertise appropriate to the position;
- Effective and demonstrated problem solving, critical thinking, analytical, oral and written communication, and organizational skills;
- Valid driver's license, reliable transportation, and vehicle insurance;
- History of strong work record, including good job attendance; and
- Documented evidence of acceptable criminal record as required by Ohio law and Board Policy.

GENERAL DESCRIPTION:

Join a groundbreaking program that empowers students to explore the future of engineering and advanced manufacturing. This innovative three-year program, in collaboration with Miami University, offers a state-of-the-art learning environment where students master engineering design, automation, robotics, computer-integrated manufacturing, GD&T, programming, and more. With opportunities for co-op experiences, college coursework, and capstone projects in their final year, this program sets students up for success in both higher education and the workforce.

You'll work alongside a team of educators in a collaborative setting that values cross-curricular learning, industry partnerships, and real-world application. FIRST Robotics is integral to the program's culture, and while prior experience isn't required, a passion for mentorship and problem-solving is essential.

ESSENTIAL FUNCTIONS:

- To demonstrate proficiency in subject area(s) taught;

- Collaborate with industry partners to maintain a cutting-edge curriculum and provide students with authentic learning experiences;
- Mentor students in individual passion projects and FIRST Robotics, create complex learning challenges, and foster creativity;
- Work with core subject instructors to develop multidisciplinary projects that align with real-world applications;
- Maintain a safe and innovative lab environment equipped with advanced tools and technologies;
- To provide individual and group instruction to meet needs, interests and ability of students;
- To provide employability skills instruction using approved curriculum;
- To create a safe environment that is conducive to learning and appropriate to the maturity and interests of the students;
- To develop and use approved curriculum (course of study, lesson plans) following district guidelines;
- Responsible for planning, teaching and evaluating the courses assigned;
- Responsible for the continual improvement of program curriculum and delivery, including assessment materials and course of study;
- Maintain accurate records and reports on student progress in the classroom;
- Use student performance data to improve teaching and learning;
- Assess student comprehension and provide re-teaching when necessary;
- Assist in the recruitment and retention of students;
- Actively participate as a team member to work with staff and students;
- Attend and actively participate in all faculty, advisory committee, and curriculum meetings and accept committee assignments as necessary and assigned;
- Responsible for organization, care and inventory of instructional supplies and equipment;
- Develop effective relationships with staff and the community;
- Provide employability skills instruction using approved curriculum;
- Seek employment and/or internship opportunities for students in accordance with training and ability;
- To work cooperatively with all staff to efficiently coordinate services;
- To actively participate as a team member to work with staff and students;
- To complete, submit/utilize reports and forms as the position requires;
- To confer with supervisor regarding progress, concerns, and recommendations;
- To maintain confidentiality;
- To use school resource personnel as required to improve student performance;
- To be available to parents, students and/or sponsoring agencies for education related purposes;
- To plan and organize own work to meet deadlines;
- To maintain an up-to-date inventory of textbooks, supplementary materials and equipment;
- To use advisory committees according to district guidelines for advisory committees;
- To provide required safety instruction and documentation;
- To update and improve professional competence by adhering to professional development requirements required for licensure renewal;

- To work with employers, conduct evaluation and complete all forms of students placed in their business to assure compliance with all phases of the advanced placement guidelines;
- To follow regulations regarding the handling of money including purchase orders, career technical student organization accounts, etc.;
- To assume responsibility for overall student discipline;
- To arrive on time to work each regular school day;
- To be in attendance every regular school day, excluding long-term illnesses, FMLA leaves, and other unique circumstances;
- To project a positive image of career technical education;
- To comply with applicable state and federal regulations e.g. OSHA, OCR;
- To promote and include Career Technical Student Organization activities as prescribed;
- To report the presence of unauthorized or atypical visitors;
- To be punctual and regular in attendance at job duties and meetings;
- To communicate effectively with students, staff, administration, job station employers and the community;
- To promote positive work habits in students;
- To perform other tasks consistent with the position as may be assigned.

OTHER DUTIES AND FUNCTIONS:

- To track student progress in academic classes;
- To troubleshoot and maintain equipment in good repair;
- To attend appropriate school-related activities;
- To perform duty assignments e.g. parking lot, cafeteria, restroom, courtyard;
- To serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings;
- To help instill in students the belief in and practice of ethical principles and democratic values.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: State Department of Education standards, requirements, guidelines; board policies and procedures; building policies and procedures; student discipline code; lesson plans; courses of study; textbooks; supplemental teaching materials; teaching techniques and strategies; motivational techniques; public relations; supervision; grading systems; standardized tests; individualized educational plans; intervention techniques; subject(s) taught; required reports; inventories; requisitions; emergency preparedness drills; current field-related software programs and applications, safety regulations for subject/laboratory.

Ability to: Interpret policies, procedures and regulations; demonstrate reading, writing, speaking, listening and observation skills appropriate to the position; administer student discipline code; develop lesson plans; follow courses of study; interpret textbooks and supplemental teaching materials; communicate effectively; supervise; schedule; evaluate; follow directions; maintain records and files; prepare reports; follow emergency preparedness procedures; recognize individual differences; inform

students and parents of teacher expectations; be mobile and do a moderate amount of lifting; maintain a flexible and positive attitude in all professional relationships.

Skill in: Use of calculators, media equipment, computers, copier, printers, projectors, telephone, television, and other instructional-related audiovisual equipment and instructional-related classroom/laboratory equipment, including industrial, table and hand-held power tools, 3-D printers, fork lifts, and other industry specific equipment.

EQUIPMENT OPERATED:

Media equipment, computers, copier, printers, projectors, telephone, television, and other instructional-related audiovisual equipment. Laboratory equipment including industrial, table and hand-held power tools, 3-D printers, fork lifts, and other industry specific equipment.

ADDITIONAL WORKING CONDITIONS:

Occasional: Exposure to inclement weather driving conditions and severe weather, construction hazards, heavy equipment, loud noise, extreme heat or fire, blood, bodily fluids and tissue, irritating and hazardous chemicals, unruly children/adults, fumes electrical hazards; attends functions or performs duties outside normal working hours; travels to and gains access to worksite.

Frequent: Exposure to traffic, dust.

TERMS OF EMPLOYMENT:

Salary and work year as established by the Board of Education.

EVALUATION:

Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Staff.

The Butler Technology and Career Development Schools is an Equal Opportunity Employer