

TEMPORARY HIGH SCHOOL ENGINEERING AND TECHNOLOGY TEACHER, PART-TIME

JOB SUMMARY

Teach Engineering and Technology at high school level. Coach Robotics Club after school.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Teach *Robotics I+II* and *Design Technology*

Instruct students using a wide range of student-centered strategies, which engage students in the learning process.

Incorporate educational technology into lesson design to enhance student learning.

Differentiate instruction to meet student needs.

Teach core concepts and skills as set out in the departmental scope and sequence and always directed to the vision and mission of the school.

Prepare lesson plans following curriculum guidelines set by the department and the school.

Collaborate with members of the science department and the technology faculty to develop curriculum

Set assignments and post homework assignments weekly on the internet using the school's information system program.

Prepare and administer formative and summative assessments of students' learning; record results electronically and post student grades electronically on a weekly basis.

Maintain effective classroom management, liaising with deans and parents as necessary.

Participate in faculty and departmental meetings and attend professional development workshops and educational conferences.

Carry out all homeroom / advisory responsibilities.

Determine budget needs and purchase equipment and materials for courses taught.

QUALIFICATIONS AND EXPERIENCE

Minimum requirement: Bachelor's degree in Engineering or related field from an accredited university or college. At least two years teaching experience at the secondary level preferred.

PHYSICAL DEMANDS

Our campus consists of multiple buildings on 44 hilly acres that requires frequent walking including uphill and stairs. The employee on a daily basis is required to frequently, unless otherwise noted walk to and from classrooms or buildings within five minutes, lift and carry approximately 10-15 pounds (student journals, papers, books, etc.); arrange student desks, furniture in classroom as needed; stand and sit throughout the day for instruction and supervision of students; walk: class to chapel (once a week), walk around the classroom, from classroom to: copier room (frequently), library (occasionally), fields for fire drills (occasionally), to supervise students (daily); occasional bending; frequent reaching when writing on board, while at desk, for phone, to receive student work (this occurs throughout the day). Some climbing of stairs (daily); walking up a slight hill (daily).

MENTAL DEMANDS

On a daily basis employee must frequently problem solve, make decisions, supervise students/classroom management, interpret data, grade, organize, write, plan, and clearly communicate.

EQUIPMENT USE

Telephone – occasionally, Copier – occasionally, Computer – frequently, Projector – frequently

WORKING CONDITIONS

Indoor – frequently, Outdoor – occasionally, Loud Noise – occasionally, Cold Temperatures – occasionally, Hot Temperatures – occasionally

WORK ENVIRONMENT

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.