



The School District of Osceola County, Florida

POSITION DESCRIPTION

TITLE: Commercial Arts Lead Instructor

QUALIFICATIONS:

1. Florida Certification in Vocational Education to meet state Commercial Art requirements.
2. Broad Experience in commercial art including computer design/graphics.

REPORTS TO: Director of Osceola Technical College (oTECH)

POSITION GOAL: This position is involved in planning, organizing and establishing the Commercial Arts Program.

PERFORMANCE RESPONSIBILITIES:

1. To disseminate schedules and be responsible for maintaining a conducive learning environment.
2. To teach commercial arts program and help coordinate the apprenticeship and on-the-job teaching methods.
3. To assist in the preparation of the annual budget and to operate the department in a fiscally sound manner.
4. To assist in the recruiting, hiring, orientation, and training of new instructors as well as documenting disciplinary actions, termination, recommendations and work-related problems, all of which are then reported to the oTECH Director.
5. To have the ability and willingness to work in cooperation with the administration and other employees and to promote a friendly, professional, caring, and courteous atmosphere in the classroom and the community at large.
6. To secure the required supplies, materials, equipment, textbooks, etc., for the commercial arts instructional program.
7. To develop or acquire competency-based curriculum and prepare appropriate lesson plans.
8. To assist in collecting data for FTE and other accountability purposes.
9. To demonstrate personal growth by joining professional organizations and attending workshops and other inservice activities on a regular basis.
10. To serve as the secretary of the commercial arts advisory committee.
11. To serve as advisor for the VICA student organization.
12. To arrive to work on time and prepared to complete assigned tasks promptly.
13. To meet appropriate hygiene and appearance guidelines as defined by oTECH in meeting the school's image and philosophies.
14. To perform other duties as assigned by the oTECH Director

TERM OF EMPLOYMENT: Ten (10) months – Teacher Salary Schedule may include up to 39 additional duty days as needed.
Based on enrollment may be required to work split shifts.



The School District of Osceola County, Florida

POSITION DESCRIPTION

EVALUATION:

Performance in this position will be evaluated by the Director of Osceola Technical College (oTECH).