



The School District of Osceola County, Florida

POSITION DESCRIPTION

TITLE: Electronics Technology Lead/Instructor

QUALIFICATIONS:

1. Florida Certification in Vocational Education – to meet state Electronics requirements.
2. Work experience in the electronic field to include expertise in the following: DC, AC, analog, digital and microprocessor circuits; solid waste devices; working knowledge of Algebra 1, basic Trigonometry, soldering techniques and computers including both software and hardware applications.
3. Teaching experience desirable.

REPORTS TO: Director of Osceola Technical College (oTECH)

POSITION GOAL: This position is involved in planning, organizing and establishing the Electronics Technology Program at oTECH. It includes ongoing supervision and electronics teaching.

PERFORMANCE RESPONSIBILITIES:

1. To survey electronic repair, maintenance and manufacturing facilities within the central Florida area and maintain dialogue with that community so as to determine the types of programs and instruction needed for job preparation, the updating of necessary skills and the continual educational needs of Osceola county.
2. To maintain an awareness of emerging technologies and how and when they should be integrated into the oTECH Electronics Technology Program.
3. To serve as secretary of the electronics advisory committee.
4. To disseminate schedules and regulate the use of the electronics facility and be responsible for maintaining a conducive learning environment.
5. To provide or assist with the marketing of the oTECH Electronics Program.
6. To help secure any additional employees or subcontract services necessary to maintain the electronics facility.
7. To help secure required supplies, materials, equipment, textbooks, etc. for the Electronics Program.
8. To establish and maintain policies and procedures for the inventory and control of the Electronics Program equipment.
9. To develop or acquire competency-based curriculum and prepare appropriate lesson plans by using the Florida DOE performance frameworks and standards and incorporating industry specifications and goal oriented outcomes.
10. To teach and coordinate electronics instruction to students of various learning levels and abilities by using multiple teacher methods and aids.
11. To assist in collecting data for student attendance and progress, FTE and other accountability purposes.
12. To serve as an advisor for the Vocational Industrial Clubs of America (VICA) student organization.
13. To assist in the preparation of the annual budget and to operate the department in a fiscally sound manner.
14. To demonstrate personal growth by joining professional organizations, attending seminars and workshops and participating in other in-service activities on a regular basis.



The School District of Osceola County, Florida

POSITION DESCRIPTION

15. To assist in recruiting, hiring, orientation and training of additional instructors or other employees necessary to provide quality instruction and/or laboratory experiences.
16. To document and report to the oTECH Director any disciplinary actions, terminations, recommendations and work-related problems or issues.
17. To maintain or assist with the maintenance of prospective employers, student placement and follow-up information.
18. 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, the electronics laboratory and the community at large.
19. To promote citizen, student and staff involvement in the decision making process.
20. To meet appropriate safety requirements and standards as prescribed by oTECH, Osceola District Schools, other government entities and agencies such as OSHA and ADA.
21. To arrive at work on time and be prepared to complete assigned tasks promptly.
22. 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.

EVALUATION: Performance in this position will be evaluated by the oTECH Director.