

MECOSTA-OSCEOLA INTERMEDIATE SCHOOL DISTRICT

15760 190th Avenue, Big Rapids, MI 49307

(231) 796-3543 FAX (231) 796-3300

PLEASE POST

NOTICE OF VACANCY

1112-25

POSITION: Diesel Technology Instructor (full-time school year position)

POSTING DATE: January 27, 2012

START DATE: August 27, 2012

DESCRIPTION: Employment as an instructor of the Diesel Technology Program at the MOISD Career & Technical Education Center. Instruct students on subject matter and skills contributing to their development as mature individuals and productive citizens. Plan and coordinate delivery of NATEF/ASE certification standards, Career and Technical Education Rigorous Program-of-Study curriculum that translates into College and Career Readiness for all students, including: Technical Standards, Foundation Standards, Pathway Standards, and Career and Employability Standards. Participate on Mecosta-Osceola Career Center school improvement team to enhance performance in all areas by contributing to the school improvement process.

QUALIFICATIONS: A bachelor's degree with a valid State of Michigan teaching certificate with vocational/occupational endorsement or full vocational authorization in occupational field preferred, or the ability to receive temporary occupational or annual authorization (degreed people without teacher certifications). A candidate with a Master's degree is desired but is not required.

The preferred candidate will have technical knowledge and demonstrated ability in the occupational field. Four-year minimum combination of work and/or training (including a two-year minimum of relevant work experience within the last five years). Experience in teaching or employee training preferred. Ability to relate to students of various skills, academic levels and diverse ethnic and gender backgrounds. Demonstrate a willingness to work cooperatively with others. Knowledge of work experience and cooperative education placements. Must be knowledgeable and demonstrate basic computer skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Teach the District approved curriculum and assures it is delivered.
2. Plan a program of study that meets the individual needs, interest and abilities of the students.
3. Create a classroom environment conducive to learning and appropriate to the maturity and interest of the students.
4. Encourage students to set and maintain standards of classroom behavior.
5. Maintain accurate, complete and correct records as required by law and district policy.
6. Maintain and care for facilities, equipment and inventory, and notify appropriate administration of the need for outside maintenance.
7. Follow and enforce all policies and procedures in support of a safe work environment for students and staff.
8. Responsible for the program budget and make recommendations to the administration for purchases.
9. Follow all building, staff handbook and Board of Education policies and guidelines.
10. Participate in Professional Development activities some of which may be outside the contractual workday.
11. Participate in activities related to cooperative education, placement and employer contracts.
12. Be available, on occasion, for in-building and ISD activities and committees in various public relations, community and marketing activities beyond normal workday.
13. Work with administrators and Advisory Committee to annually review program content and promote the program.
14. Maintain an attitude of mutual respect and tolerance of other professionals, students and parents.
15. Must be able to lift heavy objects up to 80 pounds.
16. Assume responsibility to transport self to assigned worksite(s) and maintain regular and predictable attendance.
17. Other duties as assigned by administration.
18. Must pass a criminal history background investigation conducted by the Michigan State Police (MSP) and the Federal Bureau of Investigation (FBI).

NOTICE OF NONDISCRIMINATION: In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the State of Michigan's Elliott-Larsen Civil Rights Act of 1977, Section 102(a) it is the policy of the Mecosta-Osceola Intermediate School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Inquiries regarding this policy should be directed to: Assistant Superintendent, Mecosta-Osceola Intermediate School District, 15760 190th Avenue, Big Rapids, MI 49307, Telephone (231) 796-3543.

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COMPENSATION: \$38,458 to \$67,248 (Commensurate with credentials and level of experience)

DEADLINE: Applications will be accepted until February 17, 2012 or until position is filled.

SUBMIT COVER LETTER, RESUME, CERTIFICATIONS, COPY OF TRANSCRIPTS AND REFERENCES TO:

Mark R. Klumpp, Assistant Superintendent
Mecosta-Osceola Intermediate School District
15760 190th Avenue, Big Rapids, MI 49307

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