



Office Administration Instructor

Reports to the CTT Manager and is a salaried, exempt position. Performs as an instructor in a regular classroom setting, presenting instructions in designated subject area. Demonstrates on-going commitment to preparing young people for the workforce by modeling, mentoring and monitoring excellence in the eight Career Success Standards of: workplace relations and ethics; information management; communications; multicultural awareness; personal growth and development; career and personal planning; interpersonal skills and independent living.

Duties and Responsibilities:

- Demonstrates and abides by ODLE Core Values and operating principles.
- Promotes a positive and desirable atmosphere within the classroom setting to insure maximum student motivation.
- Meets SMART Goals established by management every Program Year.
- Maintains a high degree of discipline within the classroom setting to insure maximum learning.
- Instructs on the Office Administration curriculum in accordance with the Job Corps requirements and program specifications.
- Counsels and motivates students regarding behavior, training, personal and/or study habits and problems.
- Develops and prepares supplemental lessons and recommends curricula changes.
- Individualizes the Office Administration curriculum to fit the students' choice of vocation and maintains contact with vocational counselors and instructors.
- Responsible for building and equipment in seeing that security measures are taken, and equipment and supplies are cared for.
- Prepares reports such as student/staff hours, requisitions, and monthly student evaluations.
- Maintains classroom environment (behavior and surroundings) conducive to learning.
- Attends required staff training sessions.
- Adheres to all aspects of ODLE's Quality Assurance Plan.
- Clearly communicates and consistently models appropriate CSS and employability skills including personal responsibility and computer fluency.
- Maintains accountability of staff, students, and property, adheres to safety practices in all areas of responsibility.
- Cultivates and maintains a climate on center that is free of harassment, intimidation, and disrespect to provide a safe place for staff and students to work and learn.
- Performs other duties as assigned.

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

Education and Experience Requirements:

- Appropriate certification/license in state of employment or equivalent. Professional license/ accreditation by professional trade organization is required. If candidate is not state certified, he/she must have practical experience in subject/trade.
- Prefer extensive practical knowledge of trade and teaching experience.
- Valid driver's license in the state of employment with acceptable driving record.

Additional Requirements: Knowledge of required subject area. Ability to transfer topical knowledge to meet specific learning objectives fluently in English. Ability to compose descriptive reports. Able to use appropriate techniques to implement programmatic activities. Excellent organizational skills. Ability to obtain and maintain CPR/First Aid Certification. Ability to motivate and inspire students and effectively relate to trainee population. Excellent communication skills, both oral and written.

Working Conditions: This position involves frequent standing and walking, bending, squatting, and kneeling. Occasionally, position involves sitting, stooping, carrying, and lifting up to 50 pounds. Applicant must be able to see, hear, and speak.

Environmental Demands: Position requires ability to spend 45% of work time outside and 55% of work time indoors; ability to withstand moderate noise levels, including voice levels 90% of work time; ability to work in high temperature settings during the summer months; and ability to work in low temperature settings in winter months.

ODLE is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.