



JOB DESCRIPTION

Job Title: Entrepreneurship Academy Instructor
Department: Danforth Campus
Reports Directly To: Director, Danforth Campus

Date: March 16, 2021
Prepared By: Khaaliq Salim

Position Closing Date: April 7, 2021
Position closes at noon CST on closing date.

Job Group: O or P
(Depending on qualifications)
Salary Range: TBD

☒ Exempt
☐ Non-Exempt

☒ Certified
☐ Grant Funded

Primary Function of Position:

Responsible for teaching the various facets of entrepreneurship in an individualized, performance-based instructional program. Students from all four academies are eligible to take any of the academy courses. Responsible for developing, revising, and coordinating curriculum, projects, and collaborative experiences with Danforth team to develop an integrated approach in teaching knowledge and skills in the disciplines of high-tech startups, entrepreneurship, and marketing.

Embrace the Francis Tuttle Culture as reflected in the Mission and Vision statements, and continually portray the Core Values: Service, Trust, Aspiration, Respect and Responsibility.

Essential Job Functions:

1. Teach students using individualized, project and competency-based instruction methodologies consistent with effective teaching practices. Utilize Canvas platform and a variety of instructional delivery techniques with an emphasis on maintaining a student-centered approach encompassing flexible delivery options. Evaluate student achievement based on competencies attained using a variety of tools including objective tests, performance challenges, simulations, and projects.
2. Model and teach professionalism, knowledge, attitudes, and skills associated within the discipline of Entrepreneurship. Successfully integrates innovation principles, design thinking, professional skills, technical skills, and academic curricula. Ensures curriculum delivery meets Francis Tuttle guidelines and procedures according to our **Pathway to Excellence** initiative to prepare students to be college and career ready.
3. Exercise flexibility, compassion, empathy, and problem-solving skills, with ability and willingness to manage a variety of students at different levels, working on different skills and possibly multiple subjects, simultaneously, in the same classroom.
4. Coordinate curriculum and projects with other teachers to foster a spirit of ingenuity, curiosity, and creativity. Growth and inspiration will evolve around a strong professional community of educators committed to student success.
5. Collaborate and communicate effectively with other teachers across the Francis Tuttle district and entrepreneurial ecosystem members.
6. Maintain accurate student records including attendance, grades, disciplinary action, follow-up reports, and academic progress using school approved methods and tools and as required by district and state within identified timeframe.
7. Maintain parent contact to discuss progress and how best to assist student's needs.
8. Recruiting and maintaining an active program Advisory Committee to ensure positive business and industry relationships, training experiences, and program marketability.
9. Work with students and employers in occupational settings, on-the-job training, coaching and mentoring opportunities, internships, job shadowing, guest speakers, tours, and similar work-related situations as needed.

10. Develop and foster partnerships with the entrepreneurial ecosystem, higher education, communities, sending schools, and civic and professional organizations to enhance student learning, scholarship opportunities, and access to higher education.
11. Update skills as needed to maintain up to date knowledge of startup scene and potential connections, identifying opportunities and training needs.
12. Advise and promote leadership and skills development for all students through active participation in student organizations such as DECA.
13. Collaborate with staff from the Career Planning Center, Career Readiness & Development, and the Education Enhancement Center to provide support services to past, present, and future students.
14. Assist in developing the program budget and operate within the program budget following established procedures.
15. Maintain professional competence and participate in school committees and in career technology education professional organizations
16. Ability to be present on the job as described under working conditions and contract details.
17. Other duties as assigned.

Knowledge, Skills, and Abilities:

- High school diploma or equivalent required; Bachelor's degree preferred.
- Must be eligible to apply for provisional/alternative teacher certification or have a valid teaching certificate from the State of Oklahoma.
- Minimum of three to five (3-5) years recent experience as an entrepreneur and/or ability to demonstrate proven success with a start-up required.
- Must understand startups and their complex needs; documented experience in a high growth start-up is preferred, with knowledge of funding and investments.
- Ability to cultivate, build and maintain strong long-term working relationships with individuals or organizations with diverse perspectives and backgrounds, adopting practices that promote diversity and equity, consequently maximizing opportunities for student engagement and motivation.
- Exceptional verbal and written communication skills.
- Ability to consistently deliver superior customer service and work quality to internal and external customers.
- Ability to teach students how to generate new and innovative approaches to problems.

Working Conditions:

Steady physical activity is required during hours of instruction consisting of walking and standing. Ability to lift 10-25 lbs. Low-level machine noise is encountered the majority of every day. Concentrated visual effort is required. Extensive communication with internal and external customers. Reliable, dependable and punctual attendance. This is not an exhaustive list and reasonable accommodations will be made as needed.

Organizational Relationship:

Full-time, exempt certified personnel position reports directly to the Director of Danforth Campus. Evaluated annually in accordance with the provisions of the Board's policy.

Contract Details: Ten-month contract working August through May, subject to annual renewal. Working days and hours are Monday through Friday, 7:45 a.m. – 3:45 p.m. May require summer training.

Contact:

Human Resources
12777 N. Rockwell Avenue
Oklahoma City, Oklahoma 73142
(405) 717-4625

Only persons of interest will be contacted.

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Disclaimer:

"The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. This information is not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified."