



Full-Time Personnel Job Description

Job Title: Math Instructor – Computer Science Academy
(Temporary position 2025-26 school year)

Date: April 9, 2025

Department: Information Technology Programs
Rockwell Campus

Prepared By: Broderick Steed

Reports Directly To: Instructional Director of
Information Technology Programs

Position Closing Date: Position open until filled

Job Group: P

Salary Range: *\$70,626-**\$81,966

☒ Exempt ☒ Certified
☐ Non-Exempt ☐ Grant Funded

Primary Function of Position: Responsible for teaching Honors and Advanced Placement (AP) Math courses as well as selected Project Lead the Way (PLTW) Computer Science courses in an individualized, performance-based instructional program. Coordinate curriculum, projects and work with other academy instructors to develop an integrated approach in teaching science, math, and PLTW courses in the academy. Develop external partnerships that enhance student learning and access to higher education.

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

Essential Job Functions:

1. Teach Geometry, Honors Algebra II, Honors Trigonometry/Pre-Calculus, AP Calculus AB, AP Calculus BC and possibly AP Statistics; may also teach PLTW courses.
2. Develop and implement a variety of instructional activities including individualized, project, and performance-based instruction methodologies consistent with effective teaching practices. Make connections between math curriculum and computer science principals. Utilize Canvas platform.
3. Provide tutoring to students as needed.
4. Evaluate student achievement based on a variety of tools including objective tests, performance tests, simulations, and projects.
5. Collaborate and communicate effectively with other academy instructors across the Francis Tuttle district to ensure consistency.
6. Coordinate curriculum and projects with other instructors within the Computer Science Academy and with other instructors throughout Francis Tuttle.
7. Maintain accurate student records including attendance, grades, disciplinary action and academic progress using school approved methods and tools and as required by district and state within identified timeframe. Communicate with students, parents, and sending schools regarding student progress.
8. Work cooperatively with the Career Planning Center, the Career Readiness and Development department, and the Education Enhancement Center to provide support services to past, present, and future students. Attend and assist in planning all recruiting events and student showcases.
9. Recruit and maintain an active Advisory Committee to ensure positive business and industry relationships, higher education relationships, internship opportunities, scholarship opportunities, and program marketability.
10. Advise and promote leadership and skills development for all students through active participation in student organizations such as Technology Student Association (TSA).
11. Work with students and employers to place qualified students in higher education, occupational settings, on-the-job training, internships, and similar work-related situations.
12. Update skills/training as needed to maintain up to date knowledge of AP and PLTW courses and have the ability to teach a variety of classes.
13. Complete annual follow-up reports as required by the district.

14. Maintain professional competence and participate in school committees and in career technology education professional organizations.
15. Ability to be present on the job as described under work conditions and contract details.
16. Other duties as assigned.

Knowledge, Skills, and Abilities:

- Required
 - Bachelor's Degree with an Oklahoma Secondary Teacher's Certification in Advanced Secondary Mathematics. Must be certified to teach Algebra, Geometry, Trigonometry, and Calculus.
 - Three-five years prior teaching and/or industry experience.
 - Advanced Placement training completed or willing to obtain upon acceptance.
 - Project Lead the Way training completed or willing to obtain upon acceptance.
 - Detail oriented, highly self-motivated with strong organizational skills.
 - Ability to prioritize workload effectively while working in a time critical, high-pressure environment.
 - Ability to communicate effectively both verbally and in writing.
- Preferred
 - Experience teaching Honors and AP Math courses.
 - Functional knowledge of the Oklahoma Career Tech system.

Working Conditions:

Long periods of sitting 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 personnel position reports directly to the Instructional Director of Information Technology Programs. Evaluated annually in accordance with the provisions of the Board's policy.

Contract Details: Ten-month, temporary contract (August 1 through May 31). The position will be a temporary contract position for the 2025-2026 academic year only. This position will not be renewed for the 2026-2027 academic year. Working days and hours are Monday through Friday, 7:45 a.m. – 3:45 p.m. Instructional position may require summer training and contract.

Benefits: Francis Tuttle offers a comprehensive benefit package for full-time employment to include paid health and dental insurance, monthly supplemental benefit compensation of \$465, employee leave plan with family friendly work calendar and 100% contribution into Oklahoma Teachers Retirement System. The district will match up to 2% of monthly, base salary with a 403b or 457 retirement plan (base salary does not include stipends or extra duty).

* *Starting salary represents individuals who are in early stages of career, newer to the role, working toward increasing proficiency.*

** *This range represents individuals who are fully experienced and qualified, demonstrate sustained performance for a period of time and exhibit full proficiency in all aspects of their role.*

Contact:

Human Resources
12777 N. Rockwell Avenue
Oklahoma City, Oklahoma 73142
(405) 717-4625
Only persons of interest will be contacted.

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."

Equal Opportunity E-Verify Employer