

FRANCIS TUTTLE

Full-Time Personnel Job Description

Job Title: Chemistry Instructor

Biosciences & Medicine Academy (BSMA)

Department: Rockwell Academies

Reports Directly To: Instructional Director, Rockwell Academies

Date: April 28, 2026

Prepared By: Ryan Rennels

Position Closing Date:

Position open until filled.

Job Group: P

Salary Range: *\$72,609-**\$84,397

Exempt

Non-Exempt

Certified

Grant Funded

Primary Function of Position: Provide instruction in Honor's Chemistry, AP Chemistry, and/or selected Project Lead the Way (PLTW) courses: Principles of Biomedical Sciences, Human Body Systems, Medical Interventions, and/or Biomedical Innovations in the Biosciences and Medicine Academy (BSMA). Coordinate curriculum and work with the BSMA team to develop an integrated approach in teaching science, math, and Project Lead the Way (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, Respect and Responsibility.

Essential Job Functions:

1. Teaches Honors Chemistry and AP Chemistry. May also teach PLTW courses: Principles of Biomedical Sciences, Human Body Systems, Medical Interventions, and/or Biomedical Innovations. Provide tutoring to students as needed.
2. Develops appropriate curricula that meets or exceeds the course scope and sequence required by the partner school districts. Effectively integrate project-based learning into science curricula. Revise and maintains curriculum to ensure accuracy and currency.
3. Maintains courses online via the Canvas learning management system.
4. Organize and maintain a safe environment in the lab area including identification of equipment repairs and maintenance as needed.
5. Assists in recruiting, developing academic/career plans, advisement and planning for post high school transition, developing student portfolios, scheduling relevant tours, and participating in an annual open house, information night, and parent-teacher conferences.
6. Counsels students to support successful completion of class requirements
7. Serves as co-advisor for the student organization, Future Health Professionals, (HOSA).
8. Prepares students to be college and career ready. Assess student achievement by interpreting multiple data sources, serve on the BSMA Professional Learning Community, attend BSMA group meetings and implement various evaluation strategies. Complete annual follow-up reports as required by the district.
9. Develops and foster partnerships with external groups that represent business and industry, higher education, communities, sending schools, and civic and professional organizations. The outcomes of these partnerships will include agreements to provide curriculum alignment and career pathways including opportunities for student mentoring, internships, job shadowing, student scholarships, effective advisory committees, promoting and marketing, and scheduling of speakers.
10. Performs such other tasks and assume other duties and responsibilities as may be assigned from time to time, including participation in professional organization activities, teacher training, school committees, staff development, faculty meetings, recruitment activities, etc.

11. Comply with the policies and procedures of the district, department, and program.
12. Collaborate with staff from the Career Planning Center and the Education Enhancement Center to provide support services to students.
13. Participate in professional growth and development activities such as conferences, in-service activities, etc.
14. Exhibit behaviors and communication styles consistent with the Core Values and Goals of the district.
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:

- Bachelor's degree with an Oklahoma Secondary Teaching Certification in Chemistry required.
- Advanced Placement training completed or willing to obtain upon acceptance.
- Project Lead the Way training completed or willing to obtain upon acceptance.
- Minimum of five years' teaching experience in a high school setting.
- Exceptional verbal and written communication skills.
- Ability to consistently deliver superior customer service and work quality to internal and external customers.
- Strong flexibility, time management, and organizational skills. Able to manage heavy workload and work outside of regular work schedule in order to supervise students, accommodate special projects, and departmental deadlines.
- Ability to manage multiple tasks or projects with a sense of urgency.
- Anticipate needs, be resourceful and have the ability to build strong employee partnerships within the organization.

Working Conditions: Steady physical activity is required during hours of laboratory instruction consisting of walking and standing. Ability to lift 10-25 lbs. Low-level machine noise is encountered the majority of every day. Strenuous physical activity may be required intermittently when moving laboratory equipment. Direct contact with blood or other body fluids to which universal precautions apply requires that personal protective equipment must be worn in these circumstances. (Category I and II) Must be able to provide documented evidence of current vaccinations and/or tests as required. 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 instructional position reports directly to the Director of Rockwell Academies. Evaluated annually in accordance with the provisions of the Board's policy.

Contract Details: Ten-month contract working (August 1st through May 31st), subject to annual renewal. 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.

Position open until filled.

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