

## POSITION DESCRIPTION

**Job Title:** Construction Trades Instructor

**Department:** Adult Training Programs

**Reports To:** Director of Adult Training

**FLSA Status**

**Last Update**

Non-Exempt, Part Time

05/28/2024

**Summary:** To provide comprehensive instruction in construction trades to students enrolled in the technical school's program, incorporating NCCER curriculum guidelines to ensure a well-rounded and industry-relevant educational experience.

**Essential Duties and Responsibilities:** This position will work collaboratively to deliver instruction in the Adult Program of Construction Trades.

### **Curriculum Development and Implementation:**

- Design and develop lesson plans in accordance with NCCER curriculum standards, ensuring alignment with program objectives and industry requirements.
- Integrate theoretical concepts with practical, hands-on learning experiences to enhance students' understanding and skills development.
- Regularly update curriculum materials to reflect changes in industry practices, technology, and regulations.
- Instruction and Classroom Management:
- Deliver engaging and interactive classroom instruction, utilizing a variety of teaching methods to accommodate diverse learning styles.
- Foster a positive and inclusive learning environment conducive to student success and active participation.
- Implement effective classroom management strategies to maintain discipline and ensure a safe learning environment.

### **Skill Demonstration and Assessment:**

- Facilitate skill demonstrations and practical exercises to reinforce theoretical knowledge and develop students' technical proficiency.
- Conduct regular assessments to evaluate students' progress and mastery of key competencies outlined in the NCCER curriculum.
- Provide constructive feedback to students to support their continuous improvement and achievement of learning objectives.

### **Professional Development:**

- Stay abreast of industry trends, advancements, and best practices in construction trades through professional development activities, such as workshops, seminars, and conferences.
- Pursue relevant certifications and credentials to enhance subject matter expertise and instructional effectiveness.
- Collaborate with colleagues and industry professionals to exchange ideas, resources, and instructional strategies.

### **Student Support and Advising:**

- Offer academic and career guidance to students, assisting them in setting goals and developing plans for post-graduation employment or further education.

- Provide mentorship and support to students facing academic or personal challenges, referring them to appropriate resources as needed.
- Foster partnerships with local employers and industry stakeholders to facilitate internships, job placements, and networking opportunities for students.

**Administrative Duties:**

- Maintain accurate records of student attendance, grades, and performance assessments in compliance with school policies and procedures.
- Collaborate with program administrators and staff to coordinate program logistics, such as scheduling, equipment procurement, and facility maintenance.
- Participate in departmental meetings, committees, and other school-related activities to contribute to program improvement and institutional initiatives.

**Qualifications:**

- 2-5 year of experience in the field of construction trades with proficiency in various trades and construction techniques.
- Certification as an NCCER Certified Instructor highly desirable.
- Strong communication and interpersonal skills, with the ability to effectively engage and motivate students.
- Demonstrated commitment to ongoing professional development and continuous improvement.
- Prior teaching or training experience preferred, particularly in an educational setting.

This staff plan outlines the key responsibilities, qualifications, and objectives for a Construction Trades instructor at a technical school, emphasizing the integration of NCCER curriculum to ensure students receive a comprehensive and industry-relevant education.