Position Details:

TITLE: Building Construction Instructor

DIVISION: Customized and Continuing Education

DEPARTMENT: Workforce/Customized and Continuing Education

REPORTS TO: CE Director

SECURITY SENSITIVE: Yes

Purpose of Job Function: Position responsible for developing programs and processes that provide a service to industry, business, students, and/or other external/internal clients. Classes are offered during daytime, evenings, and weekends as well as some College holidays. Classes are offered at various times and locations.

Essential Job Functions:

- Develops and delivers competency-based, contract training courses which meet current and anticipated industry needs for client/student demand.
- Determines training objectives, writes training programs (outlines, text, handouts, tests), and designs/conducts laboratory exercises.
- Teaches students basic to advance level construction and carpentry objectives.
- Identifies materials and appropriate software/hardware needs for curriculum delivery; orders books, audiovisual equipment, and supplies.
- Administers written and practical exams; writes performance reports to evaluate trainees’ performance as required by certifying agencies.
- Teaches construction specific Continuing Education courses.
- Collaborates with CE Coordinator to develop CE schedules.
- Teaches courses at a variety of times and locations, including evening and weekends.
- Serves as a community resource person and represents the college to outside groups when requested.
- Submits required college reports and forms.
- Develops and utilizes a course syllabus for each course, following established institutional guidelines.
- Advises students in career and program matters.
- Provides timely, quality access to students through electronic communication, or other appropriate method.
- Assists students with advisement (portfolio review), class, and job placement.
- Performs other duties as assigned.
- Responsible for other reasonable, related duties as assigned.

Knowledge:

- Strong interpersonal skills and aptitude to work with people at many different levels
• Ability to perform required computerized tasks to include any combination of word processing, e-mail, internet, or web-based applications.
• Excellent and effective oral and written communication skills and abilities with all levels of the organization internal and external to students to program directors and Administrators.
• Ability to develop and maintain effective working relationships with internal and external customers at all levels of the organization.

Skills:
Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Requirements:
• Maintaining confidentiality of work related information and materials.
• Ability to maintain an established work schedule, including evenings and weekends.
• Must be sensitive to student population, flexible, and be able to follow policies and procedures.
• Demonstrated effective communication and interpersonal skills.
• Effective organizational and planning skills.
• Demonstrated proficiency using personal computers and standard office software, including spreadsheet and word processing.

Education:
• Associate degree and three years of work experience. Experience can include either classroom or industry experience.
• Field experience in construction industry and blueprint reading.
• Instructor must currently have or be able to obtain within six month any instructor certifications as required for a specific training discipline.

The minimum requirements are to be used to evaluate applicants for employment. When applicable equivalent substitution will be allowed for deficiencies in experience or education.

Coastal Bend College does not discriminate on the basis of race, creed, color, national origin, gender, age, or disability.

I have been presented with the job description for the above position. The requirements for the CE Instructor position have been discussed with me and I agree that I can perform the functions of this job.

__________________________    _______________________
Signature                      Date