Position Details: Building Maintenance Instructor

TITLE: Building Maintenance Instructor

DIVISION: Prison Programs/Customized and Continuing Education

DEPARTMENT: Workforce/Customized and Continuing Education

REPORTS TO: CE Director

SECURITY SENSITIVE: Yes

Purpose of Job Function: To conduct and supervise instruction of a Building Maintenance instructional program in an incarcerated environment. 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.

Mastery of Subject Matter:

- Demonstrates a thorough and accurate knowledge of the field or discipline
  - Possesses appropriate educational/professional credentials to teach in field or discipline
  - Attempts to connect subject matter with related fields
  - Maintains current on subject matter through professional development

- Laboratory Teaching Performance:
  - Plans and organizes instruction in ways which maximize student learning
  - Effectively employs laboratory and learning strategies
  - Modifies instructional methods and strategies to meet diverse students’ needs
  - Effectively employs available instructional technology when appropriate
  - Encourages the development of communication skills and higher order thinking skills through appreciate assignments
  - Effectively communicates subject matter content to students
  - Contributes to the selection and development of instructional laboratory materials

- Evaluation of Students Learning:
  - Establishes and adheres to cogent learning outcomes
  - Develops and uses evaluation methods, which fairly measures student progress toward outcomes
  - Evaluates and expeditiously returns student work to promote maximum learning
  - Maintains accurate records of students’ progress
  - Submits final laboratory grade roster and supporting documents according to established deadlines
  - Performs duties associated with technical training in Building Maintenance. Some duties include but are not limited to: terminology, interior maintenance, and exterior maintenance.
  - Provides instruction; prepares lesson plans; works closely with training units to address individual student’s needs

- Support of College Policies and Procedures
  - Maintains familiarity with and adheres to College Policies and Procedures
  - Fulfills requirements of laboratory instructors set forth in the letter of appointment
  - Maintains regular office hours to ensure accessibility to students and colleagues
• Participation in College, Division, and Program Activities:
  o Serves on college, divisional, and program committees, team and task forces and assigned
  o Attends meetings and events as required by College administration
  o Participates in professional activities which contribute to the educational goals of the College and its constituents
  o Responds in a timely fashion to information request from College and division administrators and program chairs
  o Fosters and maintains effective working relationships with students, colleagues, and supervisors
  o Assists the Director in developing, reviewing, and revising curriculum Contribution to the Growth and Enhancement of College Mission and Programs:
    o Maintains familiarity with College goals, mission, and long-range plans
    o Contributes to planning and development processes through appropriate channels
    o Performs professional responsibilities in accordance with pertinent goals, mission, and plans of College, division and Prison Programs
  o Supports recruitment and retention of students, including advising performs other duties as assigned

QUALIFICATIONS:

• To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• Must possess appropriate academic preparation

• Must be able to provide official transcripts and/or if transcripts are earned from a foreign teaching institution, then must be able to provide an evaluation indicating that this education is equivalent to or beyond the qualifications required. This evaluation must be from an approved evaluation service

• Knowledge of building maintenance, equipment, and repair methodologies knowledge of principles of students advising and training methods and techniques

• Ability to plan, implement, and evaluate effectiveness of training and achievement of program goals.

• Knowledge of computer equipment operations and various software programs including, word processing, database management and spreadsheet application:

• Exhibit sensitivity to a multicultural student population; Ability to work under pressure and exercise flexibility as needed

• Act independently and exercise sound judgment; maintain confidentiality in all matters related to students

• Ability to prepare and present reports and recommendations

• Must be able to stand for long periods of time during instruction

• Excellent communication, organizational and interpersonal skills

• Demonstrate ability to effectively communicate in a diverse, multi-cultural student population

• Commitment to the Community College/Prison Programs philosophy of education
EDUCATION and EXPERIENCE

Education must meet the requirements as mandated by the Southern Association of Colleges and schools for the appropriate field of study and degrees awarded at this institution. Each department displays the specific requirements for each position.

MINIMUM QUALIFICATIONS:

- Three years of experience in Building Maintenance industry or other closely related disciplines.
- Associates of Applied Science or Associate Degree

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.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk and sit. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus. Must be able to lift a minimum of 50 pounds.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral diagram, or schedule form.

FEDERALLY FUNDED POSITION – CONTINGENT ON ANNUAL FUNDING.

CONTINGENT ON PASSING ALL ASPECTS OF FEDERAL BUREAU OF PRSONS CLEARANCE (SECURITY, FINANCIAL AND BACKGROUND CHECK).

*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