

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.
- Teach 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.

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Signature

\_\_\_\_\_  
Date