

**Job Title:** Electrical Trade Specialty Instructor – West-MEC Career Academy @ Agua Fria

**Supervisor:** Campus Administrator

**Employment Terms:** 11 Months, Monday-Friday, 7:00 AM – 4:00 PM

**Salary Range:** \$65,650 - \$90,900

**Location:** West-MEC Northeast Campus – West-MEC Career Academy @ Agua Fria  
1617 W Williams  
Phoenix, AZ 85027

**Essential Duties and Responsibilities:**

- Provides instruction to improve student achievement in the Electrical Trade Specialty Program, instructing first-year apprentices in the electrical industry.
- Demonstrates and differentiates instructional methods for the purpose of providing an effective program that addresses individual student learning needs.
- Develops a variety of written materials (e.g. syllabus, unit and daily lesson plans, curricular maps, assessments, attendance records, anecdotal communications, etc.) for the purpose of documenting and communicating student progress.
- Assesses student progress towards objectives, expectations, and/or goals for purpose of planning instruction, providing feedback to students, and communicating achievement.
- Manages student behavior in a variety of educational environments by providing a safe and positive learning environment.
- Engages students in leadership development by serving as an advisor for the student organization of SkillsUSA (CTSO).
- Assist students to complete service learning projects and fostering work-based learning opportunities.
- Communicates effectively with students, parents, and colleagues at the campus level to improve the overall quality of student outcomes and achievement of established program goals.
- Participates in a variety of meetings and professional development activities for the purpose of professional growth in an educational setting.
- Establishes and maintains a good rapport with community partners and advisory councils.
- Performs other related duties as assigned to strengthen the program.

**Knowledge and Skills:**

- Working knowledge of electrical apprenticeship programs, with a thorough understanding of Electrical Theory and Code compliance specific to Construction Electricity.
- Thorough knowledge of the methods, materials, tools, and equipment used in installing and repairing electrical systems, controls, and electrical machinery and equipment in buildings, programmable logic controllers, and construction site wiring.
- A strong understanding of AC/DC electricity and basic mathematics.

- Knowledge of applicable Federal, State, County, and West-MEC District rules, policies, and procedures.
- Knowledge of appropriate teaching strategies and methods, classroom instruction, and delivery of curriculum.
- CTSO (Career Technical Student Organization) knowledge and experience.
- Skill in operating a personal computer utilizing a variety of software applications and learning management systems.
- Demonstrated ability to communicate effectively in oral and written form.
- Skill in establishing and maintaining effective working relations with co-workers, vendors, students, parents, the general public, and other West-MEC stakeholders.

**Requirements:**

- Electrical Journeyman License or Master License, and/or equivalent experience in Electrical Construction.
- Prepare and use the Mike Holt or similar Curriculum enhanced with presentations, visuals, and hands-on application based on experiences.
- Administer quizzes, tests, homework, and reading assignments to meet the requirements set forth by IEC Policy, and coordinate with District and AZ IEC to complete all required documentation.
- Adhere to and enforce all policies and rules set forth by the West-MEC District and the IEC Apprenticeship Policies and Procedures.
- Ability to motivate students and facilitate learning by creating a positive environment.
- Must be able to acquire Arizona Department of Education Provisional Teacher Certificate and work towards a Standard CTE Teaching Certificate.
- Must be able to obtain and maintain an Arizona driver's license.
- Must hold a valid fingerprint clearance card issued by DPS.
- May be required to lift and carry heavy, bulky supplies and materials weighing up to 50 pounds.
- May be required to work outside normal working hours.
- May be required to travel to perform work functions.

**Evaluation:** This position has a 90-day probation period, plus a yearly evaluation

**Closing Date:** Open until filled

**Start Date:** ASAP

**Application Procedure:**

Submit online application: <https://www.west-mec.edu/about-us/careerswest-mec>

Include:

- Letter of interest
- Current resume
- Three professional references (names, addresses and phone numbers)

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