



## Job Description

---

**POSITION TITLE:** Mechanical Construction/Engineering Instructor #1014

**SALARY PLACEMENT:** ROC/P Salary Schedule

---

**MINIMUM QUALIFICATIONS – EDUCATION AND/OR TRAINING:**

Possess a California Designated Subjects Vocational Teaching Credential or a Career Technical Education Credential.

**DESIRABLE QUALIFICATIONS—EDUCATION AND/OR TRAINING:**

Possess license in general contracting or a specific construction trade. Education or training in job seeking and communication skills.

**MINIMUM EXPERIENCE:**

Three years of work experience in the construction field.

**DESIRABLE EXPERIENCE:**

Experience or training working with youth and adults as a volunteer or in paid situations, and in career counseling or mentoring. Experience in developing contacts with employers and providing leadership of committees and projects.

**CREDENTIALS AND/OR SKILLS AND ABILITIES:**

Employees in this class are required to have a special expertise application to the education program(s) assigned. Specific knowledge of: fabrication and pattern development, types of metals, principles of layout, handtools, Arc and gas welding techniques, plasma cutter, blueprint reading, HVAC systems and design, and overall safety procedures. Other skills required for the position are: knowledge of CNC router configuration and use, 3D printers, MasterCam, SolidWorks, CNC lathe configuration, and the ability to design and implement projects for students. Knowledge of instruction, appropriate teaching strategies, classroom management, and assessment techniques.

Ability to follow instructions and work independently without constant supervision; analyze instructional situations and develop an effective course of action to achieve maximum learning by the student(s); speak and write effectively; work effectively with public and private agencies in developing training sites and training site plans; ability and skill to supervise students in community classroom; operate audio-visual and other instructional equipment; and to develop and manage a program budget. Demonstrate proficiency in teaching skills related to Mechanical Construction/Engineering; and teach job seeking skills, including resume writing and interviewing techniques. Possess a valid California Driver's License and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

**SUMMARY OF POSITION:**

Under the direction of the Director of the Regional Occupational Program, the instructor is responsible for instruction and training that will prepare the student for entry level employment in Mechanical Construction/Engineering. The instructor will be responsible for developing student skills, knowledge and attitudes commensurate to the goals of the program and effectively using materials and equipment to meet goals.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Define weekly work assignments and priorities for construction students and oversee the monitoring of students' time on the construction site.
2. Support the leadership development and counseling goals of the program through appropriate site activities and processes.
3. Enforce safety procedures.
4. Complete job reports – daily, accident, tool checklist, and job attendance.
5. Participate in community service projects.
6. Utilize a variety of effective and professional teaching techniques and methods, which assist student(s) in attaining the performance objectives of the course.
7. Annually prepare and submit a course of study including program objectives, student performance objectives and daily lesson plans.
8. Annually prepare and submit a program budget and is responsible for making requests for materials and supplies, not to exceed the amount and types of expenditures set forth in the program's approved budget.
9. Submit a report at the completion or termination of a student's training of the total number of hours of training the student received and the related skills achieved.
10. Assist in student placement activities.
11. Submit all forms and information needed for attendance accounting and grade reporting.
12. Establish an advisory committee which will include representatives from related business, industry, labor, professional organizations, and other public and/or private agencies providing the same or related training and hold a minimum of one meeting during each school year.
13. Attend staff meetings and other meetings as required by the Director.
14. Observe the administrative policies for credentialed personnel as set forth by the guiding administrator.
15. Instruct students in resume writing and interview techniques.
16. Perform other related duties as required by the Director.

**PHYSICAL REQUIREMENTS:**

Employees in the position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.
7. Operate a vehicle in the course of carrying out assigned duties.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in a standard office environment and outdoors, and come in direct contact with SJCOE staff, district staff and the public.