**CATEC  
POSITION DESCRIPTION**

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| **JOB TITLE:** Adult Apprenticeship Instructor - Plumbing  (Temporary/part-time/Fall 2021) | **LOCATION:** CATEC |
| **JOB CLASS CODE:** |
| **IMMEDIATE SUPERVISOR:** Adult Ed and Apprenticeship Program Manager | **PAYGRADE:** |
| **FLSA STATUS:** Non-exempt |

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| **GENERAL DEFINITION OF WORK:**  Teachers are essential to our mission to establish a community of learners and learning, through relationships, relevance, and rigor, one student at a time. Our teachers work collaboratively with students, colleagues, employers, and administrators to ensure each student has mastered the lifelong-learning skills they need to succeed as 21st century learners, workers, and citizens.  **Please visit** [**www.catec.org**](http://www.catec.org) **Careers for more details.** | |
| **ESSENTIAL FUNCTIONS:**  Registered Apprenticeship is a structured training program that combines on-the-job training and related technical instruction to train employees in occupations that demand a high level of skill. Registered Apprenticeship is an investment in the skill level of the workforce and ensures accountability for mastering the duties and tasks of the occupation. Apprentices enjoy a higher quality of life, higher lifetime earnings, high quality mentoring and education and, earn while they learn.  The minimum performance expectations include, but are not limited to, the following actions:   * Builds strong relationships with students; * Demonstrates a continued willingness to learn and apply new skills based on current research and best practices; * Effectively articulates the central concepts and understandings of a discipline and communicates content knowledge and processes used by adults working in the discipline as part of teaching to planned objectives daily; * Uses appropriate instructional strategies to promote student learning; * Provides differentiated instruction that is centered on increasing student engagement, relevance of content and rigor, and student choice/voice; * Uses comprehensive materials, technology, and resources to promote the development of critical thinking, problem solving, and performance skills; * Provides learning opportunities that support student learning styles and intellectual, social, and personal development; * Builds and facilitates a sense of community in the classroom; * Creates structures for students that fosters a climate conducive to learning, maximizing learning time, and integrating classroom procedures that always help maintain a safe environment for students; * Creates an atmosphere of mutual respect and caring that encourages social interaction, active engagement, and self-motivation; * Sets standards for classroom behavior and follows through consistently; * Creates a classroom environment that is culturally responsive to student needs; * Fosters the success of all students by communicating and collaborating effectively with colleagues, employers, and community members; * Abides by school and Division policies and procedures; * Establishes and maintains cooperative professional relations with others; * Models professionalism and ethical standards, as well as personal integrity, in all interactions, participates in meaningful and continuous professional growth including self-evaluation, and contributes to the school community; * Assists in upholding and enforcing school rules and administrative regulations; * Maintains records as required by law, system policy, and administrative regulations; * Performs related duties as assigned by the administration in accordance with the school/system policies and practices; * The work of the teacher results in acceptable, measurable, and appropriate student academic progress; * Sets high standards for student work and assesses achievement and monitors learning in the classroom, adjusting instruction accordingly; * Provides students multiple methods for demonstrating understanding of concepts and mastery, including the use of performance assessments; * Uses formative assessment results to guide instructional decisions and learning opportunities for students; * Administrative duties include general clerical functions such as recording student class attendance and maintaining current course syllabus. | |
| **KNOWLEDGE, SKILLS AND ABILITIES:**  Strong communication skills with colleagues and employers using a variety of methods; effectively uses technology to support instruction; sees themselves as a lifelong learner, consistently seeking new and innovative ways to help meet student needs; uses problem solving strategies in all aspects of the work; possesses a growth mindset and is open to new and innovative practices. | |
| **EDUCATION AND EXPERIENCE:**  Candidates should possess skills, knowledge, experience and education in the subject area.  Candidates must be licensed in their trade. Teaching experience is desired, but not required. | |
| **PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS:**  Apprenticeship classes meet one night per week from 6:00PM - 9:00PM. Fall semester classes begin in August and run until mid-December. Spring semester classes begin in January and run until mid-May. Duties performed typically in classroom setting. Frequent walking, standing, light lifting to 40 pounds, and other limited physical activities are required.  **SALARY RANGE**  Up to $34.51/hour depending on experience and qualifications. | |
| **EVALUATION:**  Performance will be evaluated on the ability and effectiveness in carrying out the above responsibilities.  **Contact Shannon Tomlin** [**stomlin@k12albemarle.og**](mailto:stomlin@k12albemarle.og) **434-973-1945 with questions.** | |
| **Date Approved:** | 03/2021 |
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