

Vocational - Manufacturing Technologies (SY 2018-2019)

JOB POSTING

Job Details

Posting ID

Title

Description

Vocational - Manufacturing Technologies (SY 2018-2019)

POSITION OVERVIEW

To lead students toward the fulfillment of their potential for intellectual, emotional, psychological growth and maturation, entry level skills in the trade area, as well as providing a smooth transition to higher education and/or employment in mid level technical careers.

The Machine Tool Technology Instructor will teach hands on practical applications in a shop setting along with teaching theory in the classroom.

JOB DUTIES:

Performance Responsibilities within the classroom and shop environment

- Establish and maintain a classroom culture of safety, strong work ethic, and respect.
- With the aid of the Massachusetts DESE, CTC Frameworks, advice from industry and the advisory board, instructor will develop and implement a curriculum scope and sequence in accordance with suggested AWS guidelines for Industrial Machine Technology programs and abide by all Chapter 74 laws.
- Work to engage and encourage students while respecting individual abilities and progress.
- Establish follow-up and monitoring safety procedures for all shop projects.
- Establish evaluation criteria for classroom and shop projects to measure progress and competency.
- Develop and implement hands on projects that align with the CTE Framework.
- Maintain and update course syllabi; assisting in the development of new curricula.
- Develop and implement daily lesson plans to teach skills required to master Machine Tool Technology and related competencies.
- Prepare outlines of instructional programs and training schedules and establish course goals.
- Determine need for supplies; ensure proper storage and security of supplies, tools and equipment, obtain quotes as needed.
- Provide immediate supervision to all students to ensure they safely and effectively operate the wide range of Machine Technology tools and equipment.
- Implement evaluation devices of student learning to measure progress and competency.
- Evaluate student performance fairly and consistently and return work promptly to promote maximum learning.
- Administer oral, written, or performance tests to measure progress and to evaluate training effectiveness.
- Prepare reports and maintain accurate records of student grades, attendance, shop hours and training activity details.
- Select and assemble books, materials, supplies, and equipment for training, courses, or projects.
- Present lectures and conduct discussions to increase students' knowledge and competence using visual aids, such as graphs, charts, and technology.
- Stay current in subject matter through professional development, involvement in professional organizations, and attending professional meetings, conferences or workshops.
- Develop specific goals and plans to organize, prioritize, and complete assignments accurately and in a timely manner.
- Prepare students for entry-level employment, advanced training, or career advancement or post-secondary education.
- Substitute for other instructors within the field or discipline in case of an absence.
- Attend instructor and departmental meetings as scheduled and participate in parent/teacher nights, the community open house and 8th grade career night per contract.
- Establish and maintain effective working relationships with students, faculty, staff and parents.
- Demonstrate strong interpersonal skills in communication with students, colleagues, staff and administrators as an individual or on a team.
- Work collaboratively with administration to maintain the mission of William J. Dean Technical High School and Holyoke Public Schools.
- Other duties as assigned.

QUALIFICATIONS:

- Minimum of five years recent (within the last seven years), full-time employment experience directly related to manufacturing technologies.
- At least one year of full-time teaching experience preferred
- Commitment to ensuring academic success for all students
- Experience working in an urban setting, preferred
- Experience working with diverse student populations, preferred
- Ability to read, interpret, and apply student performance data to instructional planning and execution
- Strong written and verbal communication skills; excellent teamwork skills
- Bilingual applicants (Spanish) strongly encouraged to apply

Required license(s):

- Massachusetts DESE Licensure in Machine Tool Technology; 9-14.