

Job Title: Adult Ed Welding Instructor – Full Time

Supervisor: Campus Administrator | Adult Coordinator

Employment Terms: Monday – Thursday, 7:00am – 10:00am | 6:45pm – 9:45pm

Salary Range: \$55,000 / annual

District: West-MEC
5487 N. 99th Ave.
Glendale, AZ 85305

Skill Sets:

- Customer Service
- Communication
- Critical Thinking
- Personal Management
- Leadership
- Professional Management
- Computer Technology
- Teamwork

Essential Duties and Responsibilities:

- Provide instruction to improve student achievement in the Welding Program.
- Establish, provide and maintain an effective learning climate in the Welding Program.
- Demonstrate and differentiate instructional methods for the purpose of providing an effective program that addresses individual student learning needs.
- Develop 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.
- Provide a positive learning environment and maintain effective classroom management.
- Assess student progress towards objectives, expectations, and/or goals for the purpose of planning instruction, providing feedback to students and communicating achievement.
- Report student enrollment data.
- Manage student behavior in a variety of educational environments by providing a safe and positive learning environment.
- Assist students to complete service learning projects, as applicable.
- Collaborate with all instructional staff to improve the overall quality of student outcomes, and meet mandated requirements.
- Facilitate the on-going refinement of curriculum, based on assessment results, program data, and industry need to successfully promote continuous program improvement.
- Actively participate in a variety of professional development activities for the purpose of professional growth in an education setting.

- Establish and maintain a good rapport with community partners and advisory councils.
- Perform other related duties as assigned to strengthen the program.

Knowledge and Skills:

- Teaching experience with adults or high school students preferred.
- Working knowledge of appropriate teaching strategies and methods.
- Working knowledge of enhanced classroom instruction and delivery of curriculum.
- Working knowledge of industry training practices and instructional strategies that support diverse learning needs.
- Working knowledge in operating instructional technology and educational related software.
- Strong organization and communication (oral and written) skills.
- Skill in establishing and maintaining effective working relations with co-workers, students, management, vendors, general public and other having business with West-MEC.

Requirements:

- Five plus years of teaching/working experience or related industry experience.
- Able to obtain industry certifications in the applicable welding process to be taught: (ex. SMAW, GMAW, GTAW or FCAW).
- Able to obtain NCCER Certification within the first three months of employment.
- 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 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: TBD

Application Procedure:

Submit online application: <https://west-mec.edu/employment/>

Include:

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

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