

Job Title: Coding Instructor
Supervisor: Campus Administrator
Employment Terms: 11 Months
Salary Range: \$50,000-\$75,000 – Annually
Location: Central Campus
6997 N. Glen Harbor Blvd.
Glendale, AZ 85307

Skill Sets:

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

Essential Duties and Responsibilities:

- Responsible for establishing and maintaining an effective learning climate in the coding program.
- Designs, differentiates and delivers instruction that advances student learning.
- Use student data to drive instructional practices.
- Assesses student progress towards learning objectives, expectations and goals.
- Collaborates with all instructional staff to improve the overall quality of student outcomes and achieving established learning objectives.
- Prepares a variety of written materials to document student progress and meet mandated requirements.
- Monitors students in a variety of educational environments to provide a safe and positive learning environment.
- Participates in a variety of meetings and professional development activities.
- Communicates student progress and behaviors with parents and/or legal guardians.
- Provide a positive learning environment/maintains effective classroom management for students.
- Facilitate the on-going refinement of curriculum, based on assessment results and program data, to successfully promote continuous program improvement.
- Establish and maintain good rapport with community partnership and employees.
- Actively participates in professional development training/conference(s), advisory meetings, open houses, and career and technical student organization.
- Performs other related duties, as assigned, for the purpose of ensuring student success district-wide.

Knowledge and Skills:

- 5 – 10 years' experience working in the field of technology/coding.
- Knowledge of Career and Technical Education and the CTE Delivery Model.
- Knowledge of industry training practices and instructional strategies that support the diverse learning needs of students.
- Knowledge of CTSO purpose(s) and developing industry specific contests.
- Skill in communicating clearly and concisely in both written and oral communication.
- Skill in operating instructional technology and educational related software.
- Skill in establishing and maintaining effective working relations with co-workers, students, parents and stakeholders.

Requirements:

- Able to acquire Arizona Department of Education Provisional K-12 teaching certificate and work toward a Standard CTE teaching certificate.
- Industry related certification(s).
- Maintain a high level of ethical behavior and confidentiality of information.
- Must possess a current Arizona Driver's License.
- Must be able to pass fingerprint and background checks.
- Work a variety of hours, including some evenings and weekends, when necessary.
- Must be able to sit at a computer terminal for two consecutive hours at a time, lift up to 50 lbs.
- May be required to travel to perform job functions.

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

Closing Date: Open until filled

Start Date: May 2021

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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