Job Title: CNC Precision Manufacturing Instructor

Supervisor: Campus Administrator

Employment Terms: 11 Months

Salary Range: $50,000 - $75,000 - Annually

Location: West-MEC 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:
● Provides instruction to improve student achievement in the CNC Program.
● Demonstrates and differentiates instructional methods for the purpose of providing an effective program that addresses individual student learning needs.
● Develops 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.
● Assesses student progress towards objectives, expectations, and/or goals for the purpose of planning instruction, providing feedback to students and communicating achievement.
● Manages student behavior in a variety of educational environments by providing a safe and positive learning environment.
● Engages students in leadership development by serving as an advisor for student organizations (CTSO).
● Assist students to complete service learning projects.
● Communicates effectively with students, parents and colleagues at the campus level to improve the overall quality of student outcomes and achievement of established program goals.
● Participates in a variety of meetings and professional development activities for the purpose of professional growth in an educational setting.
● Establishes and maintains a good rapport with community partners and advisory councils.
● Report student enrollment data.
● Performs other related duties as assigned to strengthen the program.
Knowledge and Skills:
- Demonstrate good people skills.
- Strong organizational and communication skills.
- Good working knowledge of math and science applicable to the precision manufacturing industry.
- Understands computer technology and able to use as an integral part of instruction.

Requirements:
- A valid National Institute of Metalworking Skills (NIMS) certification.
- 2-5 years’ experience that includes work with manual lathes, milling and CNC; set up and operation of CAD and CAM software; and material science experience.
- Able to acquire Arizona Department Education (ADE) a standard CTE teaching certificate.
- Able to work afternoon, evening and weekend hours.
- Willingness to work with high school youth and adults.
- Must pass a fingerprint clearance and background check.
- Obtain an Arizona Driver’s License.

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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