

**Job Title:** Adult Ed Precision Manufacturing Instructor

**Supervisor:** Central Campus Administrator | Evening Adult Coordinator

**Employment Terms:** Monday – Thursday/ Part-Time 6pm – 10pm

**Salary Range:** \$29/hour

**Location:** West-MEC Central Campus  
6997 North Glen Harbor Boulevard  
Glendale, Arizona 85307

**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 CNC Program.
- Establish, provide and maintain an effective learning climate in the CNC Program.
- Demonstrate and differentiate instructional methods for the purpose of providing an effective program that addresses individual student learning needs.
- Develop a variety of writing materials (e.g. syllabus, unit and daily lesson plans, curricular maps, assessments, 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 educational 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 organizational 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:**

- 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.
- 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:** July 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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