

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 2022

Application Procedure:

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

Include:

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

Western Maricopa Education Center is an Equal Employment Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Civil Rights Act Title VII of 1972, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990. Western Maricopa Education Center does not discriminate on the basis or race, color, religion, national origin, sex, disability or age in employment or in any of its educational programs or in the provisions of benefits and services to students.