



Job Title: Instructor - Electrician Substitute
Status: Full Time; Temporary
Department: Colton
Reports To: Center Director

Under the supervision of the Center Director, performs extra support in technical training instruction in Electrician skill competencies: Introduction to the Electrical Industry, Electrical Math, Residential Electricity I, Residential Electricity II-Wiring & Installation Methods, Residential Electricity III-Specialty Systems, Commercial Electricity I, Commercial Electricity II, Basic Photovoltaics, Basic Computer Skills, Customer Service Skills, and Job Preparedness..

Provides extra administrative support as required and participates in planning and coordinating student activities; participates in promoting the CET mission and initiatives and in the accomplishment of the organization's goals.

ESSENTIAL JOB FUNCTIONS (May include, but not limited to, the following):

- Conducts classroom instruction using a variety of techniques and approaches — small group, individual training, etc.—on a daily basis.
- Develops and integrates skill competencies, goals and objectives into lesson plans; demonstrates effective teaching methods and techniques.
- Integrates and applies vocational English to daily lesson plans and hands-on training for limited English speaking students.
- Prepares written materials and handouts that are descriptive, well-organized and legible.
- Provides job preparation, resume writing, interviewing techniques and job retention instruction; integrates “hidden labor market” strategies.
- Conducts skill informational sessions for prospective and new applicants.
- Utilizes dynamic instructional approaches to engage all students in learning activities and may access multi-media tools to enhance training.
- Maintains a professional, well-organized and stimulating atmosphere in the classroom/shop which is conducive to learning.
- Interacts with students, co-workers and supervisors in a positive, cooperative and professional manner, so as to demonstrate to students a model of expected behavior on the job. Manages student behavior in the classroom/shop.
- Conducts individual advising sessions; motivates students toward greater achievement in skill work performance and in maintaining good attendance. Promotes “self-help” attitudes and positive self-images.
- Evaluates students' progress in accordance with established standards and criteria.
- Conducts student follow-ups with Job (J) status students and graduates at the required intervals, and forwards information to the MIS Department.

- Plans and coordinates guest speakers and industry tours that enhance employment opportunities for students.
- Maintains relations with Industrial Advisory Board and Technical Team members.
- Collaborates with staff to assess student and program needs; works as a unit team member for the guidance and development of every student.
- Maintains confidential attendance records, student files, including progress reports that may be shared with sponsoring agents, complying with all federal and state laws regarding adherence to safeguards to protect confidential student data.
- Utilizes software programs to analyze, process, record, retrieve and verify statistical data, and to prepare training materials.
- Researches, evaluates, selects, and orders books, instructional aids, and equipment; maintains and secures required inventory.
- Assists with planning and coordinating special projects and program events; participates in student recruitment activities and other CET initiatives.
- Maintains technical skill knowledge by completing continuing education courses in his/her subject area, classroom management or other courses related to teaching as required.
- Attends staff development trainings which may require overnight travel, as required.
- Maintains good organization in the classroom or other work areas and adheres to safety standards. Conducts regular inspections of designated work areas and equipment and reports any hazardous or unsafe working conditions to their supervisor or safety committee. Works with other staff to conduct emergency disaster drills
- Responds as the campus security authority as needed during a safety, security, emergency or disaster situation.
- Performs other program related duties as required.

REQUIRED KNOWLEDGE AND ABILITIES

- Knowledge of modern technology and field related terminology.
- Knowledge of principles of student advising and training methods and techniques.
- Ability to plan, implement, and evaluate effectiveness of training and achievement of program goals.
- Knowledge of computer equipment operations and various software programs including, word processing, database management and spreadsheet applications.
- Knowledge of current safety standards related to the classroom/shop and electrician trade environment.
- Exhibit sensitivity to a multicultural student population.
- Ability to work under pressure and exercise flexibility as needed. Act independently and exercise sound judgement; maintain confidentiality in all matters related to students.

- Effective oral and written communication skills.
- Ability to prepare and present reports and recommendations.
- Ability to analyze system reports to ensure accuracy and determine compliance with established performance standards.
- Ability to meet performance standards, and to plan and execute corrective action as needed.
- Ability to ensure accurate and timely preparation of various required documentation.
- Ability to establish and maintain effective cooperative relationships.
- Ability to identify problems and develop creative solutions both independently and in cooperation with others.

EDUCATION AND/OR EXPERIENCE

- CET shall employ instructors who possess the academic, experiential and professional qualifications to teach, including a minimum of a High School Diploma (or its equivalent) and
- A minimum of three years (3) of industry experience, education and training in current practices of the subject area they are teaching or meets the equivalency of the minimum qualifications in the technical area of instruction.
- Equivalency of the minimum qualification as a general electrician with experience in Residential and Commercial (General).
- Journeyman Level or C-10 Certification or knowledge of the subject matter equivalent to those certifications.
- Possession of an electrical contractor's license is highly desired, (but not required.)
- Experience working with persons of diverse socio-economic and ethnic backgrounds.

DRIVER LICENSE

- Use of a personal or company vehicle for CET business may be necessary in the performance of assigned duties such as attending meetings and events, recruiting, transporting students, picking up materials, and running errands.
- The Human Resources Department may request copies of a valid driver's license and proof of personal automobile insurance upon being hired and annually thereafter.

CRIMINAL BACKGROUND CHECK

Pursuant to California Code of Regulations, Title 5, Section 71720, CET will not employ or continue to employ any instructor or faculty who was adjudicated in any judicial or administrative proceeding as having: (1) violated any provision of the California Private Postsecondary Education Act of 2009 (Cal. Educ. Code § 94800, et seq.) or its implementing regulations (Cal. Code Regs., tit. 5, § 70000 et seq.); (2) committed an act that would constitute grounds for denial of a license to instruct under California

Business and Professions Code, Section 480; (3) committed an act that would constitute grounds for denial of a license to instruct in any other legal jurisdiction; or (4) committed an act that would violate CET policy.

Criminal background checks are required for instructor applicants recommended for hire or current employees who are transferred, promoted, reclassified, or reassigned to instructor positions.

CONFIDENTIAL STATEMENT

All CET positions are required to maintain confidentiality, even after CET employment ends, of all information about CET participants, employees and services. Federal and State laws and regulations provide civil and criminal sanctions against personnel who fail to enforce safeguards required to protect confidential student information/ records/ data.

WORKING CONDITIONS

In the capacity of instructional lecturing duties, position requires standing, sitting, talking, walking, reaching, twisting, and turning. The hands-on technical demonstration also requires bending, stooping, squatting, kneeling, grasping, repetitive hand movement and fine coordination when using small hand tools. Additionally, the position requires near and far vision in reading reports and work related documents and using related office equipment, computer and other media tools. The ability to lift, carry and push tools, equipment and supplies weighing up to 50 pounds. The incumbent may be exposed to live circuits for the purpose of technical demonstrations. The incumbent may also be required to climb ladders, use power and noise producing tools and equipment. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation. May be required to travel for periodic trainings or CET business related activities.

EQUAL EMPLOYMENT OPPORTUNITY

CET will consider and hire qualified applicants without discrimination. CET maintains as its staffing goal to recruit and maintain a workforce that reflects the diversity of the CET community.

Job Type: Full-time

Pay: \$22.00 - \$32.00 per hour

Benefits:

- Health insurance
- Paid time off

Schedule: Monday to Friday

Work Location: In person - 1099 N. Pepper Avenue, Colton, CA 92324

