



Job Title: Assistant Instructor – Green Building
Construction Skills
Status: Full Time; Temporary
Department: Coachella
Reports To: Center Director

Receives direction and guidance from Instructor/Advisor and/or Center Director and performs administrative support as required for training and student programs. 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):

- Assists the Instructor in the classroom with small group and individual training.
- Works with the Instructor to address individual student needs to better assist students in academic/remedial subjects.
- Works with the Instructor in preparing lesson plans and demonstrating effective teaching methods and techniques.
- Assists with preparing written materials and handouts that are explicit, well-organized and legible.
- Interacts with students and staff in a positive, cooperative and professional manner. Promotes "self-help" attitudes and positive self-images.
- Collaborates with the Instructor to evaluate students' progress in accordance with established standards and criteria.
- Assists with maintaining the classroom/work station/lab equipment and alerts the Instructor if repairs are appropriate.
- Maintains good organization and adheres to safety standards. Conducts regular inspections of classroom work areas and equipment and reports any hazardous conditions.
- May assist in maintaining 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.
- Under the direction of Instructor, utilizes software/computer programs to analyze, process, record, retrieve and verify student statistical data/files, complying with all federal and state laws regarding adherence to safeguards to protect confidential student data.
- Participates in weekly unit meetings; assists with implementing student action plans.
- May assist with planning and coordinating special projects and program events; participates in other CET initiatives.
- Attends staff development trainings which may require overnight travel, as required.
- Performs other related duties as required.

DESIRED KNOWLEDGE AND ABILITIES:

- Knowledge of the technical skill.
- Knowledge of proper procedures for handling confidential information. · Knowledge of standard clerical/office/filing procedures.
- Ability to learn and implement department policies and procedures.
- Ability to learn to use a computer and other related equipment.
- Ability to communicate orally and in writing.
- Ability to understand instructions and ask for assistance when needed. · Ability to work in an efficient and organized manner.
- Ability to work in a fast-paced environment.
- Ability to meet deadlines assigned.
- Ability to minimize wasting of supplies, misuse of equipment, etc.
- Ability to deal tactfully with students, staff, visitors, and the general public.
- Ability to project a positive and professional demeanor.
- Ability to work effectively with a team to complete all assignments.
- Bilingual in Spanish and English is highly desired based on school location.

EDUCATION AND/OR EXPERIENCE:

- CET shall employ instructors assistants who possess the academic, experiential and professional qualifications to teach, including a minimum of a high school diploma (or its equivalent)
- A minimum of three (3) years 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.
- Experience working with persons of diverse socio-economic and ethnic backgrounds.

LICENSE AND CERTIFICATE:

- Use of a personal or company vehicle for CET business may be necessary in the performance of assigned duties such as 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.

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: \$25.00 - \$27.00 per hour

Benefits:

- 401(k)
- Health insurance
- Paid time off

Schedule: Monday to Friday

Work Location: In person - 49-111 CA-111 #5, Coachella, CA 92236