LEHIGH CAREER & TECHNICAL INSTITUTE

Position Description

Position Title:  Adult Education Instructor
Electromechanical/Mechatronics Technology - PT

Qualifications\Certification:

1. Certification – Not Applicable for Continuing Education
2. The following qualifications are preferred for this position:
   a. Experience in Electro-Mechanical Automation Technology
   b. Experience in business, professional sales and/or training.
   c. Experience in developing training curriculum and preparing budgetary information
   d. Excellent communications skills; writing and public speaking
   e. A 5-year work history

Reports To/Supervised By:

1. Director of Postsecondary and Workforce Education

Responsibilities:

1. Implement the educational program within the philosophy and policies approved by the Joint Operating Committee and the guidelines established by the Executive Director.
2. Maintain a professional attitude and appearance.
3. Model a sound work ethic and regular attendance.
4. Participate in regular professional development activities to keep abreast of advances in technology, curriculum and instructional delivery techniques, and remain current in all areas of the field of expertise.
5. Implement the approved curriculum as it pertains to each instructional area in accordance with established guidelines and format.
6. Implement instructional activities and materials to support the curriculum.
7. Utilize a diversity of instructional delivery methods in order to motivate students and promote learning.
8. Provide and maintain a well-organized, safe learning environment.
9. Prepare lesson plans weekly and provide lesson plans for short-term substitutes.
10. Maintain daily attendance records and daily instructional plans.
11. Implement and maintain a system of student discipline and encourage appropriate classroom etiquette.
12. Maintain student records and reports.
13. Provide job placement information and assistance.
14. Participate in Occupational Advisory Council meetings at least twice annually to seek recommendations for curriculum program improvements, safety, and equipment.
15. Prepare and submit reports, information, and inventory as required.
16. Maintain instructional equipment and communicate with the Lead Instructor as needed.
17. Adhere to all policies enacted by the Joint Operating Committee and guidelines established by the Executive Director.
18. Supervises students.
19. Complete Trainer Course in Occupational Safety & Health Standards for either Construction or General Industry in order to teach the OSHA 10 and 30-hour certification course in construction or general industry.
20. Assist in the coordination of customized projects.
21. Assist administration to develop training programs with business, education and community-based organizations.
22. Recruit and interview applicants to be enrolled in the program.
23. Plan, organize and direct field trips that correspond to the program of study.
24. Promote public relations with business, industry and the general public with regard to the training program.
25. Communicate with the Director of Postsecondary and Workforce Education to keep him/her fully informed as to operational matters pertaining to the training program.
26. Provide any other services or perform other duties as may be requested by the Director of Postsecondary and Workforce Education and/or Executive Director of Lehigh Career & Technical Institute.

Secondary/Related Responsibilities:

1. Maintain filing of all paperwork and reports pertinent to position.

Physical Requirements of Job:

**MEASURED IN TERMS OF FREQUENCY**

<table>
<thead>
<tr>
<th>Not At All</th>
<th>Occasionally</th>
<th>Frequently</th>
<th>Constantly</th>
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<tbody>
<tr>
<td>0</td>
<td>1 – 33%</td>
<td>34 – 66%</td>
<td>67 – 100%</td>
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**LIFTING**

- Up to 10 lbs: Occasionally
- 11 to 20 lbs: Occasionally
- Beyond 20 lbs: Occasionally

**BODY MOVEMENTS:**

- Bend/Stoop: Occasionally
- Climb: Occasionally
- Kneel: Occasionally
- Push: Occasionally
- Pull: Occasionally
Terms of Employment:

Length of Work Year 12 months (maximum 3.5 hours per day)

Evaluation:

Performance will be evaluated by the Director of Postsecondary and Workforce Education

The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the LCTI of any and all reasonable accommodations that will be required.

LCTI is an equal opportunity employment, educational and service organization.

I have read and understand the requirements of the job and I can perform the physical requirements of the job either with or without reasonable accommodations.

_____________________________
Applicant’s Signature

gad
3/11/16