



## **Electrical Apprenticeship Adjunct Instructor**

### **Construction/Apprenticeship Programs**

#### **Summary:**

This is a part-time position teaching in Dixie Technical College Electrical Apprenticeship programs. The responsibilities include working with the department manager/full-time staff to plan, organize and implement an effective instructional program in a professional learning environment. The classes take place two evenings per week, with an hour of prep time and three hours of instruction per evening.

The position pays between \$42 and \$55 per hour, depending upon experience and credentials. Continuing education (CE) requirements are met with this teaching contract.

Dixie Tech is a public technical college located on a new state-of-the-art campus in St. George, Utah. The College has 25 Council on Occupational Education accredited programs that offer certifications in high-demand, high-pay professions.

#### **Required Duties and Responsibilities:**

- Deliver instructional activities that facilitate active learning experiences
- Work Monday and Wednesday 6 pm to 9 pm, from August to November and from January to May
- Provide a variety of learning materials, methods, and resources to meet students' varying needs
- Communicate clear objectives and well-defined competencies for the program
- Develop, schedule, and oversee working lab activities and pass offs
- Use up to date and relevant resources and technology to support working labs and instruction
- Assign and grade classwork, homework, tests, and assignments in a timely manner
- Provide appropriate feedback to department manager/full time staff and students while encouraging and monitoring progress
- Request feedback and use feedback to improve job performance
- Maintain timely and accurate, complete records of students' attendance, progress, and development
- Manage student behavior in the classroom by enforcing the Student Code of Conduct, rules, and procedures
- Participate in industry events and school/department occupational advisory committee meetings as requested by the department manager/full time staff
- Work in conjunction with the full-time advisor, marketing and Student Services to recruit and retain students

- Assure safety standards are used which comply with all college, local, city, state and federal guidelines
- Ensure the assigned program follows all guidelines and conditions necessary to meet the standards of accreditation
- Identify and resolve problems in a timely manner
- Be an active and participative member of the Construction/Apprenticeships Programs team as requested by the department manager/full time staff
- Maintain integrity and confidentiality in all circumstances, especially concerning student data
- Compliance with Dixie Tech Policies and Procedures
- Other duties as assigned

### **Requirements and Qualifications:**

- Journeyman license required (a Residential Journeyman may be considered)
- Master license preferred
- 3+ years of industry experience required, 5+ years preferred
- Instructional experience preferred
- High school diploma required
- Strong interpersonal and communication skills
- Strong knowledge of Microsoft Office suite
- Know or learn Canvas/NorthStar computer Programs
- Ability to lead and deliver structured curriculum
- Provide sound leadership, guidance, and motivation to students
- Puts success of the team above own interests
- Ability to teach in the evenings
- Ability to communicate with students, staff, and colleagues; read academic texts and materials, student papers, etc.; operate personal computer and audio-visual equipment; stand or sit for up to one to three hours at a time; drive to off-site meetings or conferences or to observe student interns and/or instruct a course; move around campus for classes and meetings
- The employee is occasionally required to sit, stand, reach, lift, bend, kneel, stoop, climb, push, and pull items weighing up to 50 pounds. The position requires manual dexterity, auditory and visual skills; and the ability to follow written and oral instructions and procedures.

Employees and potential employees are subject to a criminal background check and drug testing. The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability.

This position is exempt under the Fair Standards Labor Act.

While we thank all applicants for applying, only those being actively considered for employment will be contacted during the selection process.