

WESTERN MARICOPA EDUCATION CENTER | DISTRICT # 402**Job Description**

Job Title: CNC Precision Manufacturing Instructor

Supervisor: Central Campus Director

Terms of Employment: 11 months

Salary Range: \$43,350 - \$68,850 Annually

Location: West-MEC Central Campus
6997 North Glen Harbor Boulevard
Glendale, Arizona 85307

Essential Duties and Responsibilities:

- Provides instruction to improve student achievement in the CNC Program
- Demonstrates and differentiates instructional methods for the purpose of providing an effective program that addresses individual student learning needs
- Develops a variety of written materials (e.g. syllabus, unit and daily lesson plans, curricular maps, assessments, attendance records, anecdotal communications, etc.) for the purpose of documenting and communicating student progress
- Assesses student progress towards objectives, expectations, and/or goals for the purpose of planning instruction, providing feedback to students and communicating achievement
- Manages student behavior in a variety of educational environments by providing a safe and positive learning environment
- Engages students in leadership development by serving as an advisor for student organizations (CTSO)
- Assist students to complete service learning projects
- Communicates effectively with students, parents and colleagues at the campus level to improve the overall quality of student outcomes and achievement of established program goals
- Participates in a variety of meetings and professional development activities for the purpose of professional growth in an educational setting
- Establishes and maintains a good rapport with community partners and advisory councils
- Report student enrollment data
- Performs other related duties as assigned to strengthen the program

Knowledge and Skills:

- Demonstrate good people skills
- Strong organizational and communication skills
- Good working knowledge of math and science applicable to the precision manufacturing industry
- Understands computer technology and able to use as an integral part of instruction

**Requirements:**

- ✓ A valid National Institute of Metalworking Skills (NIMS) certification
- ✓ 2-5 years' experience that includes work with manual lathes, milling and CNC; set up and operation of CAD and CAM software; and material science experience.
- ✓ Able to acquire Arizona Department Education (ADE) CTE provisional K-12 teaching certificate and work towards a standard CTE teaching certificate
- ✓ Able to work afternoon, evening and weekend hours
- ✓ Willingness to work with high school youth and adults
- ✓ Must pass a fingerprint clearance and background check
- ✓ Obtain an Arizona Driver's License

Closing Date: Open until filled

Start Date: June 2018

Application Procedure:

Submit on-line application - West-MEC.org

Include:

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

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