



JOB DESCRIPTION

Job Title: Substitute Instructor, Basic Skills for Maintenance and Construction	Department: Compliance and Programs (This position is located in a Correctional Facility)
Reports to: Director of Compliance and Programs	Job status: Non-Exempt Pay Rate: \$27 per hour

JOB SUMMARY

The Substitute Instructor of Basic Skills for Maintenance and Construction will provide instruction in the absence of the full-time instructor, or supplement the established curriculum by teaching a specialized unit of instruction related to the established curriculum. The substitute instructor is part-time and works as needed without a set schedule. The ability to accept work on short notice is required.

The Instructor of Basic Skills for Maintenance and Construction working within the Correctional facilities, is responsible for planning, conducting, and assessing hands-on classroom instructional activities in general building maintenance to include plumbing, electrical, basic carpentry, heating and cooling and other building systems, including how to use, repair and maintain machines and tools.; construction worksite maintenance such as building of scaffolding, job site clean-up, safety in use of tools and equipment, and placement of signs, cones and gates as required by laws governing safety at a construction site.

The instructor will develop the maintenance and construction technology program; maintain educational records; inventory and tool control logs; tracking achievement of desired program outcomes. The Instructor of Basic Skills for Maintenance and Construction working within Correctional facilities should have an understanding of data-based instruction and the ability to relate and build rapport with people of diverse backgrounds. The instructor should also possess comfort with working in correctional facilities and with those who are incarcerated. The instructor should exhibit proficiency with computers and software. This individual should be reliable, professional, and have excellent interpersonal skills. The instructor should also be able to differentiate instruction based on student needs, and integrate skills and content to deliver cohesive integrated lessons.

The Instructor of Basic Skills for Building and Construction Maintenance should model HopeWorks values and ethics. To be effective in this position, one must be caring, empathetic, conscientious, confidential, culturally-sensitive, and client-centered. This individual should adhere to professional standards as outlined by rules and regulations governing the profession.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential Knowledge, Skills and Abilities

- Knowledge of the principles and practices of adult education;
- Knowledge of instructional planning and teaching methods; skill in the use of assessment instruments
- Ability to develop appropriate educational goals and objectives
- Ability to establish and maintain an effective learning environment
- Ability to communicate effectively; both orally and in writing

General Operations

- Plans daily activities that would enhance the student's knowledge and abilities of Basic Skills for Maintenance and Construction.
- Instructs and evaluates students in a simulated worksite area/classroom environment
- Maintain repair of classroom equipment; order and replace broken parts or equipment
- Maintain a clean and safe work space
- Assists management with developing curriculum, supplies list, budgeting, and other duties
- Participates in available training to remain current in building construction technology and industry standards
- Responsible for performing and/or instructing routine building maintenance tasks in one or more fields such as carpentry; electrical, HVAC, plumbing, etc.
- Maintain accurate documentation of program operations, including, but not limited to, documentation required for files, internal systems, compliance, and electronic records
- Ability to write reports and business correspondence; ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public

EDUCATION & RELATED WORK EXPERIENCE

Education Level:

- High school diploma or high school equivalency required
- Associates Degree in related technology field preferred

Years Related Work Experience:

- Five (5) years minimum years' experience in building maintenance preferred
- Three (3) years residential carpentry experience preferred
- OSHA 10 Certification: Must successfully complete an update course every ten years

REQUIRED SKILLS AND KNOWLEDGE

	REQUIRED	PREFERRED
Experience in Adult Education		X
A strong command of computer skills (G-Suite, Google Classroom, ZOOM, MS Word, Excel, and PowerPoint) and basic coding is required	X	
Strong organizational and time management skills.	X	
Strong analytical and mechanical aptitude.	X	
Time Management and Demonstrated ability to meet deadlines	X	
Strong written and verbal communication skills	X	
Demonstrated knowledge of mechanical and general repair principles	X	
Must be able to answer to multiple demands from multiple directions simultaneously in a strength-based manner	X	
Deal with confidential information on a daily basis and must respect the nature of the data	X	
Skill in operation of general office equipment (fax, copier, scanner, multi-line phone system, etc.)	X	
Flexible and adaptable in various situations and environments	X	
Able to travel to satellite locations		X
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, basic blue prints, procedure manuals and industry codes and standards	X	
Create active and visible links to the Maintenance/Construction industry in order to produce internships/externships, and jobs for students	X	
Participate in local and state activities and professional development	X	

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS

- Must be in good physical condition with no limitations
- Ability to lift/move minimum 50+ pounds repeatedly
- Must be able to push/pull greater than 100 pounds as needed.
- This position may require the handling of chemicals that may be skin and/or respiratory irritants. The individual may also be exposed to ventilation areas which may have respiratory irritants. Must not be skin and respiratory sensitive to these materials and environments.
- Must be willing to work outdoors and/or inclement weather.
- Must be able to safely climb a ladder and reach a height of at least 12 ft.
- Constant (5-8hrs/shift) standing, walking, handling items, and eye/hand/foot coordination.
- Frequently (2-5hrs/shift) lifting, carrying, repetitive motions, noise exposure, grasping items.
- Occasionally (up to 3.5 hrs./shift) sitting

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. HopeWorks may change the specific job duties with or without prior notice based on the needs of the organization.

ACKNOWLEDGEMENTS

Creation Date: January 9, 2024

Revision Date:

Supervisor: I have approved this job description and reviewed with my employee.

Signature:

Date:

Employee: I have reviewed this job description with my supervisor and acknowledge receipt.

Signature:

Date:

Human Resources:

Signature:

Date: