



NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT
HUMAN RESOURCES DEPARTMENT

P.O. BOX 51 • KOTZEBUE, AK 99752 • (907) 442-1800 • FAX (907) 442-2172

POSITION VACANCY ANNOUNCEMENT T21-022

E-19-05

TITLE: Process Technology Instructor, Location: Alaska Technical Center, AK

QUALIFICATIONS:

1. Bachelor's degree, Valid Alaska teaching certificate.
2. Five or more years of experience in Process Technology.
3. Prefer experience in training adults.
4. Successful experience working in Arctic conditions preferred.
5. Skill in tools, equipment, and technology in process industries; industrial maintenance/mechanics.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Alaska Technical Center

JOB GOAL: To develop in each trainee an insight and understanding of process industries and their place in our society; to discover and develop talents of trainees in process technology fields; to develop problem-solving skills related to the materials and processes of industry; to develop in each trainee skill in the safe and efficient use of tools, equipment and technology; to prepare students for entry level jobs, and/or further advanced training in Process Technology.

PERFORMANCE RESPONSIBILITIES:

Responsibilities include but are not limited to the following:

Evaluates and coordinates the training needs with the employer; develops training needs with the employers' process technology courses and staff; develops training budget needs for individual trainees and program; conducts specific training in process technology, industrial maintenance and mechanical courses using the developed training modules, produces realistic industry job scenario situations for trainee participation; develops lesson plans and organizes class time so that preparation, instruction, shop work, and clean-up activities can be accomplished within the allotted time; participates in annual program planning evaluations; demonstrates industrial materials, equipment, tools and processes, using standard or teacher-prepared models, mock-ups, sketches, and other instructional aides; maintains an auditable record of student attendance and makes daily reports of trainees absent each period; instructs trainees in use of eye protection and safety guards, and in the use, care, and safe operation of tools, machines, and equipment; maintains control of storage and use of school-owned property; makes minor adjustments and requests repairs to tools and equipment as required; establishes and maintains standards of trainee conduct needed to provide an orderly, safe, and productive environment in an activity-type classroom with many potential hazards; prepares and updates training materials by utilizing established trade knowledge and skills requirements necessary for the maintenance of facilities and equipment; maintains a high degree of written and oral communication skills in order to prepare teaching modules and encourage active trainee participation; measures and evaluates trainee performance by assigning projects to trainees, conducting practice sessions and obtaining feedback as to trainees' performance; provides and administers objective written and oral tests to evaluate trainees' progress; upon employment completes on-going professional development and coursework necessary to qualify for NCCER certification and to teach University of Alaska Fairbanks/Fairbanks Pipeline Training Center approved courses; other duties as assigned by Director.

LENGTH OF POSITION: 190 days per school year. Start date: August 03,2020
SALARY: Dependent on Salary Scale (this can be a PERS or TRS position).

APPLICATION PROCEDURES:

DISTRICT EMPLOYEES must submit to the Human Resources department: a completed request for transfer form; an updated resume; and a letter of recommendation from current supervisor.

OTHER APPLICANTS must submit the following items to the Human Resources department: a completed professional application; placement file from college/university; official transcripts; valid Alaska teaching certificate; and at least three (3) current references, including one from most recent supervisor. All references must have current telephone numbers.

APPLICANT ALREADY ON FILE MUST SUBMIT A LETTER EXPRESSING INTEREST IN THE POSITION

ALL OF THE ABOVE MUST BE POSTMARKED OR RECEIVED ON OR BEFORE THE CLOSING DATE TO BE CONSIDERED FOR THIS POSITION

DATE ANNOUNCED . . . March 4, 2020

DATE CLOSING . . . Until Filled

**AN AFFIRMATIVE ACTION-EQUAL OPPORTUNITY EMPLOYER
APPLICATIONS FROM MINORITIES ARE ENCOURAGED**