

Berks Career & Technology Center
Part-time Continuing Education Instructor

NOTICE OF VACANCY

- DEPARTMENT:** Continuing Education
- CLASSIFICATION:** Continuing Education Instructional Staff
- REPORTS TO:** Director of Adult and Continuing Education (CE)
- LICENSES/CERTIFICATIONS:** Appropriate business/industry licensure or certification.
- QUALIFICATIONS:**
1. High School diploma and any necessary post-secondary credentials for the program required.
 2. Good communication, organization and interpersonal skills required.
 3. Three or more years of work experience in the program required.
 4. An exemplary attendance record is required.
 5. Applicant must demonstrate proficiency with SMAW, GMAW, FCAW, GTAW, OFC and Plasma cutting.
 6. American Welding Society (AWS) certifications preferred.
- POSITION GOAL:** Professionally fulfill the goals and objectives consistent with the educational philosophy and policies of the Berks Career & Technology Center Joint Operating Committee. The purpose of the position is to provide theoretical and where applicable, hands-on instruction designed to promote social, intellectual and employment growth. The ultimate goal is to produce entry-level, employable students or to further the education of those already employed and who have met or exceeded BCTC Continuing Education completion requirements.
- PERFORMANCE RESPONSIBILITIES:** The essential functions of this position include, but are not limited to, the following fundamental duties:
1. Implement the educational program within the parameters of the educational philosophy, objectives and policies as set forth by the Berks Career & Technology Center Joint Operating Committee.
 2. Utilize a diversity of instructional delivery methods in order to meet the learning needs of students.
 3. Develop, recommend and implement curriculum as it pertains to the instructional area.
 4. Develop appropriate course materials and aids including written curriculum, lesson plans, learning guides, instruction sheets, visual aides, and other related materials.
 5. Use professional judgment to provide and maintain an educational environment conducive to learning and safety.
 6. Follow basic safety and first aid procedures as detailed in the staff handbook to promote, maintain and control a safe, organized learning environment.
 7. Evaluate student performance, maintain student grades and communicate student progress as required.
 8. Manage equipment, tools, and other supplies needed to support established curriculum.

9. Apply the BCTC discipline policy to classroom situations.
10. Monitor student progress and encourage positive worker traits (i.e., attendance, punctuality, attitude, independent work habits).
11. Model professional, ethical and appropriate work behavior.
12. Maintain a professional attitude, appearance and dress at all times.
13. Complete required paperwork.
14. Support the continuous improvement process as necessary.
15. Other related duties or tasks may be assigned on an as-needed bases by the Director of Adult and Continuing Education and/or designee.

POSITION SPECIFICATIONS: See attachment.

TERM OF EMPLOYMENT: Part time as needed to meet customer demand and class schedule not to exceed an average of 29 hours a week.

EVALUATION: Performance in this position will be evaluated in accordance with provisions of the Board’s Policy on Evaluation of Personnel.

CONTACT TO APPLY: Human Resources Department
 In-house calls dial extension 2312/2318 or external calls 610-743-7645.
 Berks Career & Technology Center
 1057 County Welfare Road
 Leesport, PA 19533

DEADLINE TO APPLY: Until the position is filled.

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 Berks Career and Technology Center Business Office of any and all reasonable accommodations that will be required.

**BCTC IS AN EQUAL OPPORTUNITY EMPLOYMENT,
 EDUCATIONAL AND SERVICE ORGANIZATION.**

Berks Career & Technology Center
ADA POSITION SPECIFICATIONS
(Addendum to the Position Description and Notice of Vacancy)

CLASS TITLE Continuing Education Instructor **DEPARTMENT** Labor Program Area

The position description or notice of vacancy should include the position purpose and responsibilities statement to include the position's intent.

SKILLS REQUIRED:

NUMBER SKILLS (Check one)

- No number skills required
- Counting skills
- Basic math skills (+, -, x, /)
- Advanced math skills (fractions, %, formulas, equations)

WRITING SKILLS (Check one)

- No writing skills required
- Limited (write and take simple notes)
- Extensive (prepare and organize complete document)

SENSORY SKILLS (Check all that apply)

- Visual
- Hearing
- Speaking
- Other communication skills acceptable

READING SKILLS (Check one)

- No reading skills required
- Recognition of letters/words
- Understanding of written directions

VERBAL COMMUNICATIONS SKILLS (Check one)

- No verbal communication required
- Limited (give and take directions)
- Extensive (provide information and assistance regularly)
- Other communication skills acceptable

KEYBOARD SKILLS (Check one)

- No Keyboard skills required
- Keyboard skills required

OVERALL AMOUNT OF TIME THE EMPLOYEE SPENDS:

Standing	65	%	Working indoors	85	%	Alone	0	%
Walking	30	%	Working outdoors	15	%	In Groups *	100	%
Sitting	5	%	Must total 100%	100	%	Must total 100%	100	%
Must total 100%	100	%				* Specify approximate number of people:	24	

ESSENTIAL RANGE OF MOTION: (Place checkmark in the box that best represents the frequency of each required physical activity)

ACTIVITY	FREQUENCY				MOVEMENT	Never		Occasionally		Frequently		Continuously		
	Never	Occasionally	Frequently	Continuously		Lift	Carry	Lift	Carry	Lift	Carry	Lift	Carry	
Climb Ladder		✓						✓	✓					
Climb Stairs		✓			0 – 10 lbs.			✓	✓					
Crawl		✓			11 – 25 lbs.			✓	✓					
Kneel		✓			26 – 50 lbs.	✓	✓							
Lift			✓		Over 50 lbs.	✓	✓							
Mop/sweep	✓					Push	Pull	Push	Pull	Push	Pull	Push	Pull	
Reach above shoulder		✓			0 – 10 lbs.			✓	✓					
Reach at shoulder		✓			11 – 25 lbs.			✓	✓					
Reach below shoulder		✓			26 – 50 lbs.			✓	✓					
Work above ground		✓			Over 50 lbs.			✓	✓					
Work underground	✓				HAND/FOOT COORDINATION	Never		Occasionally		Frequently		Continuously		
Ride		✓				Left	Right	Left	Right	Left	Right	Left	Right	
Shovel	✓				Fine Manipulation					✓	✓			
Sit		✓			Gross Manipulation					✓	✓			
Squat		✓			Simple Grasping					✓	✓			
Stoop/Bend		✓			Power Grasping			✓	✓					
Stretch		✓			Hand/Wrist Twisting			✓	✓					
Twist		✓			Foot Use			✓	✓					
Walk		✓												
Stand				✓	Exposure to dust, gas, or fumes.....					YES		NO	✓	
Other					If yes, description of exposure:									

Check if typical office conditions.

WORKING CONDITIONS: (Describe the physical environment of the position, e.g., range of temperature at work site; dry/wet conditions; noise levels; presence of dusts, odors, gases and/or fumes; lighting levels; ventilation; cramped spaces, etc.)
Mostly indoor in well-lighted, newly renovated classroom

LIST VEHICLES OR MOTORIZED EQUIPMENT AND MACHINES, TOOLS, OFFICE EQUIPMENT, MATERIALS, AND OTHER SPECIAL EQUIPMENT USED IN THE PERFORMANCE OF THE POSITION: