

Berks Career & Technology Center
Cabinetry & Wood Technology Instructor

NOTICE OF VACANCY

DEPARTMENT:	Instructional Team
CLASSIFICATION:	Instructional Staff
REPORTS TO:	Principal
LICENSES/CERTIFICATIONS:	Appropriate teaching certificate as directed by the Bureau of Teacher Certification of the Commonwealth of Pennsylvania Department of Education, or the qualifications to obtain such certification required. Applicant must hold or be willing to pursue and maintain industry recognized credentials (e.g. licenses, certification) as required by JOC policy.
QUALIFICATIONS:	<ol style="list-style-type: none">1. Must possess the following PDE certificate: Cabinetmaking and Millwork, CIP Code: 48.0703 (Occupational Competency Area: Millwork and Cabinetmaking 2047) or have the qualifications to complete the PDE required course work and certification process.2. Four-plus years of full-time wage-earning work experience beyond the training period in the area of cabinetry, woodworking, or related field.3. High School diploma and any necessary post-secondary credentials for the program required.4. Good communication, organization and interpersonal skills required and the ability to manage and motivate high school students.5. Work experience in the program required.6. Industry certification such as NCCER and PBA a plus.
POSITION GOAL:	Professionally fulfill the educational goals and objectives in conjunction with the educational philosophy as prescribed by the Berks Career & Technology Center Joint Operating Committee.
PERFORMANCE RESPONSIBILITIES:	The essential functions of this position include, but are not limited to, the following fundamental duties:

General

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. Develop, revise, and implement curriculum as it pertains to the instructional area.
3. Utilize a diversity of instructional delivery methods in order to motivate students and promote learning.
4. Promote, maintain, and control a safe, organized, and well-equipped learning environment.
5. Maintain a professional attitude and appearance.

6. Keep abreast of advancing technology, curriculum changes and instructional delivery techniques by participating in professional development activities.
7. Maintain student records and communicate student progress with parent(s)/guardian(s).
8. Implement sound fiscal procedures within the financial parameters of the assigned budget for the instructional area.
9. Maintain and update an Occupational Advisory Committee for the instructional area on an as needed basis to seek:
 - Recommendations for equipment purchases, and
 - Review of curriculum, and
 - Updates to current industrial techniques.
10. Attend contracted In-service days and special events.
11. Attain and maintain teacher credentials.
12. Develop and promote student leadership and citizenship through the integration of vocational student organization activities into the curriculum.
13. Perform other duties as assigned by the principal.

Specific

1. See ISO Comprehensive List for position.

POSITION SPECIFICATIONS:	See attachment.
TERM OF EMPLOYMENT:	Full-time position, schedule congruent with school year calendar.
SALARY:	Salary commensurate with certification and experience within Instructor Salary Schedule per BCTCEA agreement.
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:	On or before Wednesday, October 8, 2025 or 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 Cabinetry and Wood Technology 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 %
Walking 30 %
Sitting 5 %
Must total 100% 100 %

Working indoors 85 %
Working outdoors 15 %
Must total 100% 100 %

Alone 0 %
In Groups * 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	Never	Occasionally	Frequently	Continuously	MOVEMENT	Never		Occasionally		Frequently		Continuously	
Climb Ladder		✓				Lift	Carry	Lift	Carry	Lift	Carry	Lift	Carry
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								
Twist		✓			Twisting			✓	✓				
Walk		✓			Foot Use			✓	✓				
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: