



Lapeer County Intermediate School District JOB DESCRIPTION

Career & Technical Education (CTE) Instructor Assignment: Mechanical, Electrical, and Plumbing

Employee Group:	Lapeer Education and Technology Teacher's Association (LETTA)
FLSA:	Exempt
Department:	Career & Technical Education (CTE)
Supervisor:	Principal-CTE Program

Position Summary

The Career and Technical Education Instructor will lead the Mechanical, Electrical, and Plumbing (MEP) program, preparing high school students for careers in the skilled trades through hands-on, real-world learning experiences.

The MEP program is designed to be flexible and adaptable, allowing the instructor to leverage their professional background and strengths. Candidates are not required to be experts in all areas of mechanical, electrical, and plumbing work. Instead, the curriculum can be tailored to align with the instructor's industry experience, while still providing students with opportunities to explore a broad range of related skilled trades. The ideal candidate is committed to inspiring student growth, fostering practical skills, and supporting career exploration in high-demand trade professions.

Qualifications

Education

1. Required: High School Diploma
2. Preferred: Bachelor's Degree or higher degree in related field

Certification(s) or Other

One of the following:

1. Valid Standard or Professional Teaching Certificate
 - Highly Preferred: Heating, Ventilation, Air Conditioning, & Refrigeration (CIP 47.0201), Plumbing Technology (CIP 46.0503), Electrical/Electronics Equipment Installation and Repair (CIP 47.0101), Electricity (CIP17.1002), Cooling (CIP 17.0101), Heating (CIP 17.0102), Refrigeration (CIP 17.3000) and/or Ventilating (CIP 17.0103) Endorsements
 - Preferred: Construction Trades (CIP 46.0000) Endorsement
2. A minimum of 2 full years (4,000) hours of recent and relevant occupational experience within last 10 years in mechanical, electrical, plumbing, HVAC, construction, or closely related trades

Work Experience

1. Preferred: Recent and relevant experience in a comparable capacity in a school setting or education environment (preferably CTE)
2. Preferred: Experience working with high school students and/or students with special needs

Knowledge (Preferred)

Has knowledge of:

1. Specialized educational programs (e.g., Career and Technical Education (CTE), Special Education, Adult and/or Community Education)
2. Student information management systems (e.g., Synergy, PowerSchool, Skyward, etc.)

Proficiencies

Is proficient in use of:

1. Standard office equipment
2. Microsoft Office products
3. Adobe products
4. Google applications
5. Zoom or other virtual-meeting platforms

Skills

Possesses excellent:

1. Written and verbal communication skills
2. Organizational skills
3. Interpersonal skills

Abilities

Is able to:

1. Develop, plan, and implement an instructional program that provides a vast array of appropriate learning experiences related to the exploration of career opportunities
2. Manage, motivate, engage, and teach high school students
3. Apply knowledge of current research, theory, and practice to instruction
4. Plan and implement lessons based on program objectives, as well as the needs and abilities of students enrolled in program
5. Develop a 2-year program of study with individualized competency-based methodology
6. Collaborate effectively with others
7. Prioritize and multi-task
8. Take initiative
9. Exercise sound judgment when handling confidential student information
10. Work independently, as well as part of a team
11. Prepare and maintain accurate records and reports
12. Remain composed in stressful and difficult situations
13. Establish and maintain a good rapport and positive relationships with all individuals encountered during the performance of work duties and responsibilities
14. Work efficiently through the use of current technology and keep up with changes in technology
15. Use social media to maximize community outreach

Physical Requirements

Must have the physical stamina necessary to perform the essential job duties and responsibilities, which includes being able to:

1. Lift at least 50 pounds
2. Work with arms above head for extended periods of time

3. Climb a ladder
4. Stand, squat, and kneel for extended periods of time
5. Operate equipment
6. Operate small tools

Character

It is expected that all employees:

1. Have a strong work ethic
2. Possess a positive attitude
3. Be trustworthy
4. Maintain personal and professional integrity
5. Conduct themselves in a professional, respectful, and civil manner at all times
6. Positively represent the ISD and its local districts
7. Remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment.

Essential Job Duties and Responsibilities

1. Develop, plan, and teach all program-related, student-learning activities
2. Implement all aspects of a quality CTE program that complies with all Technical Review, Assistance, and Compliance (TRAC) expectations
3. Address the individual needs of all students enrolled in the program, including those with special needs, to ensure their success in the program
4. Facilitate and collaborate with Advisory Committee and related businesses in the community
5. Create and maintain a safe classroom environment that is conducive to learning
6. Evaluate students' academic growth and maintain related records
7. Market the program to constituent districts, potential students, and the general public
8. Maintain the program website to ensure that it is current and accurate at all times
9. Optional: Serve as Advisor to Career and Technical Student Organization (CTSO)
10. Produce quality work by being thorough and paying attention to detail
11. Provide necessary support and back-up to co-workers as needed
12. Report for work on-time as scheduled
13. Perform duties and responsibilities in accordance with District policies
14. Perform other related duties and responsibilities as assigned

Revised 2/18/26 KB

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