Jackson County ISD
an Educational Service Agency

Human Resources & Legal Services
6700 Browns Lake Road
Jackson, MI 49201
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P L E A S E P O S T

INSTRUCTOR- PRECISION MACHINING/CAM TECHNOLOGY

Date Posted: April 12, 2017
Closing Date: April 26, 2017 or Until Filled
Anticipated Start Date: As soon as possible
Department: Career & Technical Education
Reports To: Principal

Summary: To help students learn subject matter and skills that will contribute to their development as career ready men and women. Teaches, plans and coordinates delivery of Precision Machining, and CAM Technology curriculum, Jackson Area Career Center core curriculum, and cluster core curriculum. Serve as an educational leader by demonstrating precision machining experience.

Essential Duties and Responsibilities: *Work is performed under the general supervision of administration. An employee in this position may be called upon to do any or all of the following: (Does not include all tasks employee may be expected to perform.)*

1. Effectively teaches the state and district-approved curriculum using clear objectives and assessments. Instructs students to read micrometers, calipers, gages, read and interpret industrial blue prints, run and operate CNC and run manual machines, such as: mills, lathes, surface grinder, and drill press.
2. Plans a program of study, including lesson plans, activities and assignments, which demonstrates current knowledge of industry standards and practices, alignment of content and instruction, incorporation of building improvement goals, and meets the individual needs, interests and abilities of the students.
3. Incorporates a variety of teaching strategies, tools and resources, including technology, to enhance student learning and engagement.
4. Uses student data to evaluate effective instructional delivery and make adjustments as appropriate.
5. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interest of the students and encourages students to maintain those standards of the classroom.
6. Creates an environment of respect and rapport.
7. Assesses the accomplishments of students on a regular basis and provides progress reports.
8. Seeks assistance for students demonstrating difficulties in classroom learning activities.
9. Evaluates and places students in work experience, cooperative education, apprenticeship or other appropriate work sites according to their abilities.
10. Provides leadership for and collaboration with student activities such as vocational clubs and other school-sponsored student activities.
11. Makes provision for being available to students and parents for education-related purposes outside the instructional day.
12. Maintains accurate, complete and correct records as required by law and district policy.
13. Follows and enforces all policies and procedures in support of a safe work environment for students and staff.

14. Maintains tools, equipment, laboratory and classroom to meet industry and institutional standards.
15. Responsible student recruitment and retention.
16. Maintains an advisory committee of at least seven people.
17. Responsible for the program budget (expenditures and incomes) and making recommendations to the administration for purchases.
18. Follows all building, staff handbook and Board of Education policies and guidelines.
19. Keeps current with industry standards and practices.
20. Participates in professional development activities, some of which may be outside the contractual workday.
21. Participates in activities related to cooperative education, placement and employer contacts.
22. Participates in ISD activities and committees, and community and marketing activities beyond contractual obligations.
23. Works cooperatively with all students, parents, local schools, fellow teachers, staff, industry representatives, etc.
24. Serves on internal and external committees to support program and the institution.
25. Other duties assigned by the Principal or Designee.

Supervisory Responsibilities: Directs the work of Instructional Assistant (if assigned) and substitute staff. Supervises students.

***Qualification Requirements**: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and/or Experience: Must have an Associate's degree in a machining field, with an intention of obtaining a Bachelor's degree. Candidates with a Bachelor's degree may be given preference. Must have a two-year minimum of relevant paid work experience (4000 hours) in the Precision Machining/CAM field within the last five years. Evidence must be included with the application. Knowledgeable in quality control applications, manufacturing processes, CAM and electronic systems preferred. Evidence to support strong relationship building with the manufacturing community required. Candidates who have all of the following experience and abilities will be given preference: the ability to read and interpret blue prints; experience with CNC programming; experience using a computer to perform machining tasks; multi axis experience for CNC milling and/or turning; and experience setting up and operating surface grinders. Candidates must have some knowledge of CAM software and G&M Code programming. Additionally, candidates who have experience as a Millwright, Machinist, or in machine repair may be given preference. Experience in teaching or employee training preferred; must be able to relate to students of various skill levels, academic levels and diverse ethnic and gender backgrounds.

Certificates, Licenses, Registrations: Candidates must have or be able to obtain appropriate professional certification and endorsement upon employment. For this position, that may initially be an Interim Occupational Certificate (for degreed individual working towards a full Michigan teacher certification); or Full Occupational Authorization with the applicable endorsement; or a valid Occupational Education Certificate with the applicable endorsement. If a fully certified occupational teacher is not available, consideration may be given to an applicant who has the experience to qualify for Annual Occupational Authorization. Candidates with relevant industry certifications, should provide proof with the application, as they will be favorably considered.

Language Skills: Able to read, analyze and interpret general business periodicals, professional journals, technical procedures and governmental regulations. Able to write reports, business correspondence and procedure manuals. Skilled in the effective presentation of information and response to questions from students, parents, teachers, and business and industry representatives

Mathematical Skills: Able to work with mathematical concepts, such as: fractions, percentages, ratios and proportions to practical situations.

Reasoning Ability: Able to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Able to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Other Skills and Abilities: Able to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on program and school objectives and the needs and abilities of students assigned to the program. Able to establish and maintain effective relationships with students, staff parents and representatives from associated business and industry. Committed to continuing professional development that is designed to enhance teaching skills and content knowledge. Committed to participating in industry specific technical updates to upgrade skills. A willingness to serve on committees. Able to organize work and meet deadlines with severe time constraints. Able to perform work outside the instructional day as needed for the assignment, and occasionally work irregular hours, including participation student events and competitions. Able to meet multiple demands from several people on a routine basis. The employee is responsible for student safety. Ability to work with computers, machines and/or tools.

Physical Demands: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is continuously required to stand and talk or hear.*

The employee frequently talks in presenting information to students and others. The employee frequently uses hand, arm or finger motions strength to grasp and use tools, use a keyboard, and operate machining equipment. The employee is required to use hand and eye coordination frequently. Vision requirements include depth perception, close vision and frequent adjustment of vision for close and distant work. The employee may occasionally be required to operate a motor vehicle to travel to training or other work sites. While performing the duties of this job, the employee is continuously required to walk, stand, bend and twist more than the average person. The employee regularly is required to lift or move up to 50 pounds, and push or pull up to 100 pounds. The employee occasionally lifts, wears and demonstrates the use of occupational equipment. The employee operates machinery.

Work Environment*: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work occasionally involves the use of hazardous chemicals and materials. The noise level in the work environment is usually moderate to loud and is acceptable to this particular environment.

Pre-employment Screening: Applicants who receive a conditional offer of employment for a position with JCISD will be required to successfully complete a background check, a pre-employment physical to determine ability to perform the desired position (with or without reasonable accommodations) and a drug test.

Employment Date, Salary, and Fringe Benefits: Anticipated employment date is as soon as possible. Placement on the Instructor salary schedule depends upon qualifications and experience. New employee starting salary pay range is $42,209 - $59,631. Paid family health, dental and vision benefits; long term disability insurance; life insurance; paid sick and personal business days.

Contact: Interested parties should go to our website, www.jcisd.org to complete an online application.

APPLICATIONS ACCEPTED UNTIL APRIL 26, 2017 OR UNTIL FILLED

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

The Superintendent shall appoint and publicize the name of the compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial of equal access. The Compliance Officer(s) shall also verify that proper notice on nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act is provided to staff members and the general public.