



JOB DESCRIPTION – ADULT EDUCATION INSTRUCTOR – PT Machinist/CNC Operator

DEPARTMENT	ADULT EDUCATION
RESPONSIBLE TO	DIRECTOR – HIGHER & CONTINUING EDUCATION
JOC APPROVAL DATE	2/23/23

LOCATION	MOUNT JOY
RESPONSIBLE FOR	N/A
ELECTRONIC SIGNATURE	Jodi Schuler

JOB SUMMARY

The part-time instructor's role is to teach a wide range of subjects related to the field of Precision Machining and CNC operations. The Instructor shall be responsible for developing curriculum, preparing lesson plans, selecting appropriate teaching materials, and successfully teaching subject matter to adult students.

ESSENTIAL RESPONSIBILITIES/FUNCTIONS

- Work independently and with others, under the direction of the Director of Higher & Continuing Education to perform required tasks
- Communicate with staff, clients, service providers, contractors and visitors in an efficient, effective and timely manner
- Develop individual instructional materials
- Aid in the selection of curriculum, tools, and equipment
- Work in conjunction with the Secondary Program Faculty to maintain an up-to-date inventory of all tools and equipment
- Maintain accurate records for attendance, progress charts and grade reports
- Use proper and accepted instructional techniques to reach adult learners with a variety of learning styles
- Meet with company representatives to assist in developing and delivering company site-based programs
- Recruit, network, and develop outreach and other related tasks to foster program growth
- Assume other essential functions as assigned by the Director of Higher & Continuing Education
- Assist in maintaining State and national credentials/accreditation

POSITION SPECIFIC REQUIREMENTS

- A valid driver's license
- Child Abuse, PA State Criminal, and FBI Clearances

EDUCATION & EXPERIENCE

- High school diploma (or equivalent)
- 3 or more years of relevant industry experience as a Machinist

POSITION DETAILS

PHYSICAL REQUIREMENTS

For each of the requirements below, indicate whether the position requires them Frequently (F), Occasionally (O), Seldom (S), or Never (N).

Standing: F	Walking: F
Sitting: F	Computer Use: F
Lifting (include weight): O up to 75 lbs.	Twisting: F
Bending/Stooping: F	Reaching: F
Vision: Required by specific subject area	Grasping: F

HOURS

Varies by term

DAYS

Varies by term

TYPE OF POSITION

Permanent (P) or Temporary (T): P

FLSA STATUS

Exempt (E) or Non-Exempt (N): E

INSURANCE

Professional (P), Administration (A), Support (S): S

OTHER

The LCCTC reserves the right to modify this job description as business demands dictate.

SIGNATURE

By signing below, you indicate that you have read, understand, and can perform the essential duties of this job as outlined above with or without reasonable accommodation. Because LCCTC maintains a team environment, you may be required to perform other duties as instructed by your supervisor.

X

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NONDISCRIMINATION INFORMATION

Lancaster County Career & Technology Center is an equal opportunity education institution and will not discriminate in employment, education programs, or activities on the basis of race, color, religion, ancestry, national origin, sex, sexual orientation, age or disability in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. This policy of nondiscrimination extends to all other legally protected classifications under state and federal laws.

For information regarding the Americans with Disabilities Act (ADA), the rights of an individual with a disability, our obligations under ADA, or grievance procedures, contact the Business Manager and ADA Coordinator, 1730 Hans Herr Drive, Willow Street, PA 17584-0527. Telephone: 717-464-7050.

For inquiries regarding other nondiscriminatory policies and programs, or for information regarding services, activities, programs and facilities that are accessible to and usable by both disabled persons and national origin minority persons who lack English language skills, contact the Supervisor of Student Services and Coordinator for Title VI, Title IX and Section 504, 1730 Hans Herr Drive, Willow Street, PA 17584. Telephone: 717-208-3124.