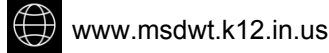


Washington Township Schools

8550 Woodfield Crossing Blvd.
Indianapolis, IN 46240
P: (317) 845.9400
F: (317) 205-3385



The Metropolitan School District of Washington Township (MSDWT) is located in the northern section of Indianapolis. It is a dynamic community with broad diversity in cultures, religions, ethnic groups, races, and socioeconomic levels. MSDWT has been an educational leader in Indiana for the last sixty years.

Our mission is to nurture our students into tomorrow's leaders by cultivating learning environments that ignite innovation, amplify diverse and critical thinking, and inspire growth and achievement.

JOB DETAILS

Job Title	NCCER Construction CORE Instructor
Location	Adult Education – Washington Township Services Center
Work Schedule	Evenings – 6 hours/week
Calendar Length	11 weeks
FLSA Classification	Non-Exempt - Hourly
Salary/Hourly Rate	\$37.00/hour

JOB EXPECTATIONS & REQUIREMENTS

Position Purpose / Description

The Building Facilities and Maintenance Instructor is responsible for delivering the NCCER Construction Core pre-planned curriculum to adult students, ensuring they gain the essential knowledge and hands-on skills required for career readiness in the industry. This role requires a minimum of two years of occupational work experience in construction or building maintenance and strong instructional, communication, and organizational skills. The instructor will manage the classroom and lab environment, focusing on safe operation of tools and equipment, maintaining records, assisting with inventory, and facilitating student success in securing career opportunities.

Essential Functions

- The Building Facilities and Maintenance instructor will ensure that students gain appropriate knowledge and skills about the industry and are prepared for career opportunities.
- Minimum of two years of occupational work experience in the construction/building maintenance field required.
- Routine physical activities are required to fulfill job responsibilities.
- Written and oral communication; instructional strategies that connect the curriculum to the learners, student management, and excellent organizational skills.
- At least 2 years full-time employment in a construction/maintenance field, preferred.
- Knowledgeable in plumbing, drywall, electrical, HVAC, mechanical, appliance repair and diagnostic problem solving, preferred.

- Knowledgeable in Construction Trades and Building Maintenance Terminology and its application to residential and commercial facilities and skills, preferred.
- Can carry out pre-planned lesson plans and organize class time so that preparation, instruction, lab work, and cleanup activities can be accomplished within. Integrates appropriate technology into classroom instruction. Prepares adequately for responsibilities to be assumed when absent.
- Instructs pupils in the use of eye protection and safety guards, and in the use, care, and safe operation of tools, machines, and equipment; maintains control of storage and use of school-owned property; makes minor adjustments and requests repairs to tools and equipment; establishes and maintains standards of pupil behavior needed to provide an orderly, safe and productive environment.
- Excellent communication, curriculum and organizational skills, required.
- Note: Employment is year-to-year and based on having substantial enrollment

Knowledge, Skills, and Abilities

- Present and teach the NCCER Construction Core pre-planned curriculum to adult students.
- Help maintain equipment and labs.
- Assist with inventory management.
- Assist with record keeping to include inventory logs, reference materials, and purchasing documents.
- Have knowledge in seeking and securing career opportunities.
- Administer assessments, as required.
- Seek or participate in Professional Development activities.
- Other duties as assigned.

PHYSICAL REQUIREMENT	PERCENT OF TIME Seldom = Less than 25% Occasional = 26 to 50% Often = 51 to 75% Very Frequent = 76% and above
Ability to stand for extended periods of time	Very Frequent
Ability to carry 25 pounds	Often
Amount to lift 25 pounds	Often
Amount of force to push/pull up to 25pounds	Often
Ability to work at a desk, conference table or in meetings of various configurations	Occasional
Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter	Often
Ability to hear and understand speech at normal levels	Very Frequent
Ability to communicate so others will be able to clearly understand a normal conversation	Very Frequent
Ability to operate office equipment	Very Frequent
Ability to reach in all directions	Often
Climbing	Seldom

PHYSICAL REQUIREMENT	PERCENT OF TIME Seldom = Less than 25% Occasional = 26 to 50% Often = 51 to 75% Very Frequent = 76% and above
Overhead work	Seldom

The Metropolitan School District of Washington Township is an equal opportunity/equal access employer fully committed to achieving a diverse workforce and complies with all applicable Federal and Indiana State laws, regulations, and executive orders in its programs and activities. Washington Township does not discriminate on the basis of race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, and veteran's status.