

Sisseton Wahpeton College Faculty

TITLE:	Carpentry Instructor
REPORTS TO:	Dean of Academics
SALARY:	D.O.E.
TOUR OF DUTY:	Generally 8:00 a.m. to 4:30 p.m., M-F, but may require some evenings and/or weekends for special events and meetings.
SUPERVISES:	None

SUMMARY:

The carpentry instructor will assume responsibility for the delivery of quality education that will ensure that maximum learning can take place and help students learn the subject matter and skills that will contribute to their understanding of carpentry.

RESPONSIBILITIES/DUTIES:

1. Plans and carries out instruction and instructional activities and prepares learning materials for the carpentry classes.
2. Delivers effective skills training to first and second-year carpentry students, in a classroom, a teaching laboratory, or a field setting while maintaining a clean, safe, and efficient skills training environment.
3. Control and monitor all inventory/tools/equipment used as a part of teaching classes. Tool conditions, safety and use must be controlled by the instructor.
4. Maintain an orderly shop/classroom. Shop areas/classrooms will be cleaned at the end of each day.
5. Regular reporting to the Dean of Academics on students, budgets, and curriculum matters, such as recommendations for the selection of supplies, equipment repairs, textbooks, and the scheduling of classroom and/or laboratory facilities.
6. Must estimate and budget materials and labor costs on work projects.
7. Prepares lesson plans and maintains records and reports on students' attainment and progress, including attendance and grade reports.
8. Keep abreast of technical changes in the field and keeps program content updated.
9. Design course outlines and syllabi, which may include revising and updating the program in the carpentry area.
10. Complies with all College, Tribal, and Federal policies, regulations and laws that govern the College.
11. Participates on College committees and in faculty/staff meetings.
12. May be required to assist with events.
13. Performs other duties as assigned

EDUCATIUN:

- A.A. degree
- Vocational certificate or diploma in carpentry is preferred; equivalent years of carpentry experience may be substituted.

MINIMUM QUALIFICATIONS:

- Must have a work record reflecting stability, dependability, and integrity.
- Have a strong working knowledge of construction principals to include topics taught in a carpenter apprentice program. These skills will include scaffolding, framing, concrete, rigging, interior/exterior systems, and drywall.
- Experience in the effective teaching of carpentry skills to students.

- Knowledge of classroom teaching principles and techniques preferred.
- Ability to interact with staff in a manner that establishes and maintains effective working relationships.
- Previous experience teaching Native Americans preferred.

OTHER:

- Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft related, dishonest, unethical behavior.
- Displays a high level of initiative, effort and commitment towards completing assignments efficiently.
- Works with minimal supervision. Demonstrate responsible behavior and attention to detail.
- Ability to communicate effectively, both verbally and in writing.

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