



CARBON COUNTY
HIGHER EDUCATION CENTER

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RAWLINS, WYOMING
WOOD WORKING INSTRUCTOR
JOB DESCRIPTION
May, 2020

JOB TITLE: WOOD WORKING INSTRUCTOR
REPORTS TO: DIRECTOR

I. NATURE AND SCOPE OF JOB:

The Instructor's responsibility is to provide opportunities for students to be successful: promote learning by teaching those students to read, write, communicate competently, solve problems, find and analyze information, develop a work ethic, and participate as members of a team.

Wood working involves teaching sequential, content-increasing and skill-developing courses in drafting, designing, and all aspects of wood working. Students will learn how to safely operate all power tools including properly changing blades, bits, and parts. Students will learn about types of wood and which type is most suitable for a particular project. Emphasis will be placed on woodworking techniques, assembly procedures, and finishing techniques as students learn how to be craftsmen and craftswomen working with wood.

CCHEC contracts with government agencies, non-profit organizations, commercial businesses and occasionally private citizens to design and manufacture wood products for their use. This is a key component of our learning process.

Above all, students will learn to apply the principles of safety in every aspect of their work and the instructor will actively promote a culture of safety in the shop.

II. EXPECTATIONS:

1. Reflect a positive attitude in accordance with the CCHEC's mission
2. Maintain a positive, supportive relationship with CCHEC and district personnel, parents and students.
3. Be responsible for personal attendance and punctuality.

4. Engage in professional development as needed for PTSB and Perkins guidelines
5. Accept responsibility for the identified job description and continually strive to perform work of the highest quality.
6. Adhere to CCHEC policies.
7. Foster proficient performance by all students.
8. Take action to address and stop bullying/harassment.
9. Maintain confidentiality in all matters at CCHEC.

III. JOB FUNCTIONS:

A. ESSENTIAL FUNCTIONS:

1. Enable student to meet or exceed standards by use of effective teaching techniques, materials and integration of technology.
2. Develop and implement strategies for instruction based on current research which are aligned to curriculum and standards and benchmarks.
3. Teach accurate up to date information.
4. Communicate standards and benchmarks to students routinely and provide appropriate and timely feedback to students regarding their work.
5. Use effective and age appropriate techniques which promote students personal/social adjustment, positive peer relations, and decision making skills.
6. Communicate concerns and student successes with colleagues, parents, and students in a positive, timely manner.
7. Identify and evaluate all student needs on a continual basis through data analysis.
8. Support and assist, as appropriate, the administration in the implementation of policies, school improvement goals, vision, mission, and procedures of CCHEC.
9. Assume professional responsibility, for the organization, management, and progress of students under his/her authority.
10. Teach evening classes as assigned.
11. Maintain a safe, clean and orderly teaching shop.

B. NON-ESSENTIAL FUNCTIONS:

1. Accept other duties as assigned by Director which are aligned with CCHEC Policy.

IV. JOB QUALIFICATIONS-The following qualifications are considered for each individual applicant:

A. Knowledge, Skills and Mental Ability

1. Possess and continue to perfect skills, knowledge and aptitude necessary to teach and model wood working and construction.
2. Possess knowledge of group dynamics and interpersonal skills.
3. Possess knowledge of physiological, psychological, emotional, and educational behavioral development of adolescents.
4. Possess appropriate classroom management and discipline skills.
5. Possess technological and computer knowledge and skills.
6. Possess ability to solve problems.

B. Education, License, Certification or Formal Training:

1. Possess or be a candidate for a Teaching Certificate as required by the Wyoming Professional Teaching Standards Board (PTSB).
2. Complete educational courses and or requirement to meet highly qualified status and maintain certification requirements of the State.
3. Successfully pass Blood-borne Pathogens training annually.
4. Participate in further development of skills, knowledge, and aptitude necessary for specific course content.
5. Must pass background check.

V. EQUIPMENT USED-to include, but not be limited to:

1. Carpentry/Wood Shop equipment and tools
2. CNC Router
3. Copy Machine, Computer, Video Camera
4. Telephone/Fax

VI. PHYSICAL DEMANDS-In working with students directly and indirectly and when delivering instruction to students, the following physical and environmental demands need to be considered:

1. Prolonged sitting, walking or standing.

VII. ENVIRONMENTAL DEMANDS:

1. Ability to spend most of the time inside classrooms or shops with some work outside in Wyoming weather.
2. Ability to tolerate noisy working environments.
3. Able to tolerate environmental demands specifically related to and necessary for instruction and modeling for specific course content.

Application Process:

E-mail cover letter, résumé, application (found on CCHEC website) including names and contact information for three professional references to:

David Throgmorton, Ph.D.
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