Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy. The official position description for this position is available from the HR office for the agency.

Position Code: TRADINSEC22R

Civil Service Class and Level: Trades Instructor-11

Working Title (What the agency calls the position): Trades Instructor – Machine Technology

Name and Position Code Description of Direct Supervisor: FECHTER, JENNIFER A; DEPARTMENTAL MANAGER-3

Department/Agency: LEO-LABOR AND ECON OPPORTUNITY

Work Area: Michigan Rehabilitation Services, Michigan Career and Technical Institute

Work Location/Hours of Work: 11611 W. Pine Lake Rd. Plainwell, MI 49080 / Mon – Fri 8:00 am – 5:00 pm

General Summary of Function/Purpose of Position: The Welding Instructor provides high-quality instruction and hands-on training in welding theory, processes, fabrication, and safety within the Michigan Career and Technical Institute (MCTI) Machine Technology Program. The instructor teaches technical and related subjects to help students develop competitive, job-ready skills for employment in the welding industry.

This position also plays a key role in supporting student success by counseling students on academic and personal challenges that may be barriers to employability, and by developing instructional strategies and accommodations that meet the diverse learning needs of adult students with disabilities. The instructor designs and maintains current lesson plans and curricula that reflect industry standards and advances in technology, while using instructional methods tailored to benefit students with a wide range of learning styles and academic abilities.

The Welding Instructor participates as a member of an interdisciplinary team to monitor and advise students regarding progress in training and to develop strategies that promote learning and workplace readiness. The instructor also collaborates with the Occupational Advisory Committee to ensure the program remains current with workforce trends, employer expectations, and emerging technologies in the welding field.

Assigned duties and tasks for each duty.

Duty 1 **Percentage: 80**

Develop and teach a Machine Technology Welding curriculum including related subjects that will prepare adult learners for competitive employment.

- Prepares lesson plans, determines instructional methods, and develops, administers and grades tests in theory and practice of a trade.
- Creates and maintains records of students' attendance, progress, attitude and accomplishments.
- Instructs students in the use of tools of the trade, the proper care and use of materials, and safety precautions.
- Individualize the curriculum and instruction to accommodate individuals with specific learning disabilities and other disability characteristics and/or having barriers to employment.
- Instructs and evaluates students in such trade techniques as welding and blueprint reading.
- Develop and implement instructional methodologies that will benefit adult learners; evaluate student performance; and develop learning strategies that will support success.
- Prepare grading report; review performance with students; and make educational recommendations.
- Maintains and controls equipment and supply inventories.
- Monitors student behavior.
- Maintains records and prepares reports and correspondence related to the work.

Duty 2 **Percentage: 10**

Participate in an interdisciplinary team designed to monitor student performance.

- Provide the team with input on student performance; identifying competencies, analyzing and matching skills, and predicting possible employment options.
- Develop interdisciplinary strategies that will assist the student in benefiting from training, adjusting to a school environment, and managing their disability and barriers to competitive employment.
- Review program performance with student; address all student concerns.

Duty 3 **Percentage: 5**

Contribute to the ongoing development, evaluation, and improvement of the Machine Technology Training Program to ensure alignment with industry standards and workforce needs.

- Participate in the development, review and revision of competency-based curriculum that will provide technical skills necessary for competitive employment in Machine Technology and related fields.
- Participate in annual performance goals and objectives that will support the mission of the school and the training department.
- Participate in job and task analysis of occupations related to Machine Technology services.
- Participate in Occupational Advisory Committee that will provide support and technical advise.

Duty 4 **Percentage: 5**

Other duties as assigned by MCTI management

• Other related duties as assigned.

Types of decisions made independently and whom or what those decisions affect: Assist in determining class content and class assignments which directly impacts students' training and ability to obtain employment.

Types of decisions that require the supervisor's review: Questions related to facility policy and program direction which will impact significantly on other programs and services. Disciplinary actions. Communication with outside persons, i.e., vendors, parents, other agency personnel. Purchasing supplies.

Physical effort used to perform this job and environmental conditions of this position: Environmentally the work assignment is very stressful. This is due to the fact that 100% of the students are disabled and/or severely disabled by federal definition. This also includes a population of learning disabled, emotionally impaired, and mental illnesses. The teaching duties are generally one-on-one; however, between 15-20 students are assigned to the teacher. This makes it most difficult for the teacher to provide individual attention and at the same time keep the rest of the students busy.

Essential functions of this position: The Welding Instructor provides high-quality instruction and hands-on training in welding theory, processes, fabrication, and safety within the Michigan Career and Technical Institute (MCTI) Machine Technology Program. The instructor teaches technical and related subjects to help students develop competitive, job-ready skills for employment in the welding industry.

This position also plays a key role in supporting student success by counseling students on academic and personal challenges that may be barriers to employability, and by developing instructional strategies and accommodations that meet the diverse learning needs of adult students with disabilities. The instructor designs and maintains current lesson plans and curricula that reflect industry standards and advances in technology, while using instructional methods tailored to benefit students with a wide range of learning styles and academic abilities.

The Welding Instructor participates as a member of an interdisciplinary team to monitor and advise students regarding progress in training and to develop strategies that promote learning and workplace readiness. The instructor also collaborates with the Occupational Advisory Committee to ensure the program remains current with workforce trends, employer expectations, and emerging technologies in the welding field.

Function of the work area: To prepare students for job placement in the Machine Technology field. This position performs the hands-on training necessary to prepare the students for placement. Teachers (instructors) must address trade and technical requirements as well as job readiness and employability skills.

Education, experience, and credentials typically needed to perform the position's essential functions [Equivalent combinations of education and experience can also be evaluated on an individual basis for applications providing sufficiently detailed descriptions of the other experience.]**:**

EDUCATION:
Possession of an associate's degree in an area of the specific trade or occupation to be taught.

EXPERIENCE:

This position has a Special Position Requirement (SPR) - A minimum of five years of work experience in welding-related functions such as construction, fabrication, inspection, or repair is required.

Alternate Education and Experience:
Possession of an appropriate bachelor's degree, master's degree, or vocational teacher certification may be substituted for the education requirements.

OR

Educational level typically acquired through completion of high school and four years of experience in the skilled craft of welding pertaining to the many processes of fusion, adhesion, and cutting to fabricate or repair products used in manufacturing, research and application. may be substituted for the education requirements (subclass code TRDWELDCUT).

KNOWLEDGE, SKILLS, AND ABILITIES:
- Demonstrated proficiency in welding processes and techniques including SMAW, GMAW, GTAW, and FCAW is required.
- The ability to apply welding metallurgy and material science principles is required.
- The ability to interpret welding symbols, blueprints, and technical drawings is required.
- The ability to demonstrate effective teaching methods tailored to diverse learning styles.
- The ability to develop curriculum and lesson plans for welding education.

CERTIFICATES, LICENSES, REGISTRATIONS:
American Welding Society (AWS) certified or willingness to become certified within one-year of hire.