

# CITY OF AUGUSTA

## Department of Public Schools

### JOB DESCRIPTION

**TITLE:** Building Construction Instructor, CATC

**REPORTS TO:** Director of Capital Area Technical Center

**JOB GOAL:** To provide students enrolled in the Building Construction program a working knowledge of the construction industry. The instructor will prepare students for entry-level positions and postsecondary related programs.

**QUALIFICATIONS:**

1. Minimum of five years successful experience in a building/construction position
2. Associates Degree preferred
3. Career & Technical Education, Carpentry Endorsement (810), Maine Department of Education
5. Teaching and supervisory experience preferred

### **PERFORMANCE RESPONSIBILITIES:**

1. Responsible for teaching aspects of career opportunities in the building construction industry and for preparing students for direct employment/post secondary instruction.
2. Responsible for introducing students to the overall structure and work flow within the construction industry.
3. Responsible for the maintenance of the physical facilities and equipment located in the area of instruction.
4. Responsible for teaching students about:
  - a. Occupational Safety
  - b. Hand and Power tools
  - c. Print reading and site layout
  - d. Applicable building regulations and codes
  - e. Building materials
  - f. Building concepts in residential and light commercial construction
5. Provide a work based learning environment, including a lab and live-work job site settings.
6. Maintain collaborative relationships with local, related businesses and industries.
7. Keep abreast of developments in the field of instruction by reading current literature, conduct program advisory meetings, and participating in professional organizations, coursework and conferences.
8. Prepare course materials such as syllabi, homework assignments, and handouts based on National and State of Maine standards.
9. Initiate, facilitate, and moderate classroom discussions.

10. Adhere to IEP's and differentiated instruction.
11. Assess and grade students' class work, assignments, and papers; compile, administer, and grade examinations.
12. Maintain student attendance records, grades, and other required records.
13. Advise students on academic and vocational curricula, and on career issues.
14. Collaborate with colleagues to address teaching and research issues.
15. Participate in student recruitment, registration, and placement activities.
16. Serve on academic or administrative committees that deal with institutional policies, departmental matters, and academic issues.
17. Participate in school and community events.
18. Perform all other related duties as assigned by the Director of CATC.

**TERMS OF EMPLOYMENT:**

Per negotiated Augusta Education Association agreement

Evaluation: Performance for this position will be evaluated annually by the CATC Director based on the job description and on goals established on a yearly basis.

***The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.***

- **External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions either unaided or with the assistance of reasonable accommodations to be determined by management on a case by case basis.**

Approved by: \_\_\_\_\_  
Superintendent of Schools

Date: \_\_\_\_\_