



FORT PECK

COMMUNITY COLLEGE

Job Title:	Building Trades Instructor	Position Type:	Full Time
Location:	Poplar	Date Closing:	Open Until Filled
Fax or E-mail resume to: (406) 768-6301 or ksears@fpcc.edu <p style="text-align: center;"><i>An Equal Opportunity Employer</i></p>	Mail: Kylee Sears, HR Manager Fort Peck Community College P.O. Box 398 Poplar, Montana 59255 768-6315	Submit the following for employment: <ol style="list-style-type: none"> 1. Letter of Interest 2. FPCC Application 3. Resume' 4. College Transcripts 5. 3 Letters of Reference 	

Job Description

Duties:

- The Building Trades Instructor is responsible for classroom and lab instruction in various building construction courses and assists in constructing degree/certification programs and updating current curriculum. Performing instructional duties and responsibilities in accordance with the philosophy, mission, policies and procedures of the college for a diverse student population. Teach at the freshman and sophomore curriculum levels, in accordance with the established course outlines of record and consistent with college standards. This includes organizing instruction to achieve course and program learning outcomes, selecting textbooks, organizing and conducting laboratories, instructing through lecture, demonstrations, and field experiences.
- Teaches assigned building construction technology courses, and associated labs in accordance with the college's workload policy; maintains written instructional standards; facilitates instruction using alternative delivery methods as needed; informs students in writing of instructional standards; posts and maintains office hours; participates in the assessment of student learning outcomes; establishes, maintains and submits accurate student and instructional records in a timely manner.
- Assists in the preparation of course proposals, curriculum, instructional materials, and evaluation tools; reviews and updates course outlines, textbooks, laboratories and course procedure sheets for building construction technology courses; assists with curriculum updates and the construction of degree/certificate programs.
- Applies and maintains standards of quality operating methods, processes, systems, and procedures; implements changes as necessary to maintain a successful building construction technology program; reviews and updates course outlines, textbooks, and course procedure sheets for assigned courses; integrates knowledge of customers, competitors, other industries, industry groups, and professional training to continuously improve program quality.
- Advise thirty to forty students, 10 to 15 hours monthly, during the academic year.
- Participate in the college faculty senate and college committees (program learning outcomes) as assigned.
- Participate in faculty evaluation activities, service learning and student retention initiatives.

Educational Qualifications:

- **MINIMUM REQUIRED QUALIFICATIONS:** High School Diploma or equivalent Three years' related industry experience.
- Preference may be given to individuals with college level instruction experience.
- An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.
- Knowledge of and ability to follow college policies and procedures.



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C O M M U N I T Y C O L L E G E

- Knowledge of curriculum and program development.
- Knowledge of public relations/marketing practices and methods.
- Skill in current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications.
- Skill in instructing students from diverse cultures and/or backgrounds.
- Skill in using authentic assessment to evaluate students' needs and progress.
- Skill in integrating technology into curriculum and other educational services.
- Ability to relate to a diverse population and to maintain composure when faced with difficult situations.
- Ability to interface with local employers in support of the building construction technology program.
- Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail.
- Ability to work independently while contributing to team environment.
- Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner.
- Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information.
- Ability to analyze problems, identifies solutions, and takes appropriate action to resolve problems using independent judgment and decision-making processes.
- Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public.

Requirements:

- Associate's degree in related discipline from an accredited institution of higher learning recognized by the US Department of Education, Successful teaching experience, preferably in a community college environment.
- Demonstrated ability to relate to students and staff of varied ethnicity, especially American Indian students, and a commitment to a culturally diverse educational environment.
- Appreciation and respect for students (including adult students) and their role and responsibility in the learning process.

~All new applicants are subject to a Pre-Employment Drug Screening & Background Check~