Position: Building Trades Instructor - CIF
Department: Grace Community Education - CIF
Reports to: Site Program Director

Scope of Responsibilities: It is essential that the Building Trades classroom is led, controlled, and taught so that annual completer targets are met.

Essential Responsibilities: Classroom teaching: Teach building trades classes as assigned in the correctional facility. Work collaboratively with the other teachers in the facility. Follow all custody policies with regard to tools and supplies. Maintain records on student attendance, grades. Keep related information. Develop materials as necessary for effective teaching. Evaluate the teaching and outcomes to discover areas of improvement. Utilize adult learning techniques to assure an excellent classroom environment. Participate in training including meetings required on campus. Teaching load is determined by the site coordinator and education director. Participate in RISE evaluation as adapted by the DOC. Assure that students have the educational materials they need. Work to assure that assistive tech is used in learning. Insure that the shop is safe, presentable, inviting, and conducive to learning. Participate in trainings led by the DOC and GCE and attend professional development opportunities. Attend staff meetings, and update staff on ABE/GED program. Other duties as assigned. Leadership: Must have a mindset of mentoring students. Should be able to teach in a way that sets a good example, promotes teamwork, and encourages a positive, efficient work environment. Must be able to work effectively in a team environment centered on collaboration and consensus building. Capacity to multitask and to prioritize goals and objectives.

Minimum Qualifications: Two years (within the last five years) of practical experience in the construction industry. Ability to obtain a Workplace Specialist Teaching License. Education: Formal training in the construction industry. Individuals must also be able to meet and maintain the hiring requirements of the Department of Corrections as a condition of employment. Ability to work well independently with little or no supervision, strong leadership and facilitation skills required. Interpersonal skills: Able to understand and communicate with prison students. Able to work on the team in Grace Prison Education. Must be able to function in a non-traditional office environment and prison structure. Must be able to travel to the job, to training events, and to the Grace campus.

Preferred Qualifications: Valid Indiana Teaching License in Career and Technical Education. Three years classroom experience. Three years DOC experience. Bilingual English – Spanish skills desired. Experience in Adult Basic Education

Location: Correctional Industrial Facility – Pendleton, IN
Status: Full-time/Exempt

A completed Grace Community Education employment application must be submitted in order to be considered for employment. Applications can be downloaded at www.grace.edu.

Posted: 8-12-15