



COLLEGE AND CAREER ADVANTAGE

POSITION OF VACANCY

ENGINEERING DESIGN AND TECHNOLOGY INSTRUCTOR

APPLICATION DEADLINE: Open until filled

HIRING RANGE: Starting Salary \$35.30 - \$51.55 (dependent upon experience & education)

STARTING DATE: Upon Acceptance

HOURS: To be determined

THE POSITION:

Under the supervision of the Executive Director, engineering scope, content, and professional practices are presented through practical applications. Students in engineering teams apply technology, science, and mathematics concepts and skills to solve engineering design problems and innovative designs. Students research, develop, test, and analyze engineering designs using criteria such as design effectiveness, public safety, human factors, and ethics. This course is an essential experience for students who are interested in technology, innovation, design and engineering.

DUTIES & RESPONSIBILITIES:

- Develop and implement lessons to teach skills required for students to master competencies;
- Provide group and individual instruction utilizing effective teaching strategies, aids and equipment.
- Evaluate students' skills and job readiness competencies.
- Assist in curriculum development and/or modifications for the course.
- Provide supervision and ensure safety of students in the classroom and internship site.
- Maintain positive public relations with entities.
- Participate actively in advisory committee meetings.
- Assist in recruitment of students.
- Maintain clear, accurate and up-to-date attendance, grades and student records.
- Perform other duties as required.

KNOWLEDGE AND ABILITIES

- Knowledge of teaching strategies and learning modalities.
- Ability to write lesson plans for individual and group instruction.
- Skilled in verbal communications.
- Knowledge of methods and techniques of effective presentations.
- Ability to communicate effectively with people in wide ranging backgrounds and educational levels.
- Ability to organize environment and instruction to facilitate learning.
- Ability to follow CCA policies/procedures.
- Ability to work effectively as a team member.
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MINIMUM QUALIFICATIONS:

- Five (5) years of related work experience.
- One (1) year of required experience must be within the last two (2) years.
- Possession of, or ability to obtain, a valid Career Technical Education (CTE) Credential authorizing instruction in the program area assigned. Fees involved in obtaining and maintaining the credential will be the applicant's responsibility. CCA will help the selected candidate with the application process.

EXPECTATIONS:

The College and Career Advantage places a high value on employees that are enthusiastic, cooperative, have good work ethic and who have a customer services orientated attitude. Employees are expected to understand and support the CCA's mission statement, strategic directions, policies and goals.

APPLICATIONS:

Applications should include the following:

- Letter of introduction stating the position for which you are applying and includes the qualifications and skills you possess for this position.
- Letters of recommendation (two letters).
- Resume.

Note: The Immigration Reform and Control Act of 1986 requires employers to verify the employability of an employee. To be eligible for hire, an applicant must be a U.S. citizen or an alien lawfully authorized to work in the United States. Before an offer of employment is finalized, the selected applicant must provide documentation to verify their status.

The selected applicant must submit fingerprints that will be forwarded to the California Department of Justice and FBI for a background check. The selected applicant must pass the background check before the hiring process is finalized. The selected applicant must have proof of freedom from active tuberculosis and this must be based upon an x-ray of the lungs or an intra-dermal test. In addition, the selected applicant must provide the CCA with a valid California driver's license and proof of personal vehicle insurance coverage. An applicant is expected to be physically capable of performing the duties required of the position.

HOW TO APPLY:

Apply online at www.edjoin.org. Applicants must submit: Application, letter of intent, resume, and copies of certificates. For questions, please call (949) 234-9477.

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