

POSITION **Building Trades – Carpentry Instructor**
APPLY BY **06/30/2022**
HIRE DATE **07/18/2022**

DIVISION Industry, Trades, & Agriculture
REPORTS TO Executive Dean of Industry, Trades, & Agriculture
CLASSIFICATION Exempt
POSTING DATE 06/15/2022

To find out more information about the program and courses taught, visit:
<https://www.swtc.edu/academics/programs/trades-industry/building-trades-carpentry>

SUMMARY

This position delivers education and training of building trades carpentry courses to students through effective instruction. Instructors promote student success by demonstrating and maintaining instructional excellence and currency in their field throughout employment at the college. This position includes virtual, online and classroom instruction.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

- Teaches building trades carpentry courses and skills and educates students in accordance with needs, abilities, and identified potential, which includes: developing lesson plans and curriculum; developing course handouts; monitoring student progress to ensure academic success; assigning student grades; communication with students on their progress; and teaching assigned subject(s).
- Prepares for assigned classes, including: developing course syllabi; organizing and maintaining classroom(s) to facilitate learning; and performing related tasks.
- Leading student learning construction projects as decided on a year-to-year basis.
- Maintains knowledge of current industry trends by attending conferences, joining professional organizations, and performing related tasks.
- Performs institutional requirements, including: participating in events and meetings as required; orienting new instructors; and planning events to assist in advertising the College.
- Performs other related duties of a comparable level/type as assigned
- This job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Incumbents assigned to perform Program functions may be responsible for:

- Assisting in recruitment and retention of students.
- Developing and managing a program budget to purchase and maintain supplies.
- Organizing activities aimed at promoting student success in programs.

Incumbents assigned to perform Lab functions may be responsible for:

- Maintaining applicable tools and equipment.
- Monitoring training areas to ensure compliance with safety requirements.
- Providing service-learning opportunities through lab project management.

TRAINING AND EXPERIENCE

- Associates Degree or Technical Diploma in Building Trades Carpentry industry or a related field
- Minimum of 5.5 years related work experience required or equivalent combination of education and experience.

KNOWLEDGE

- Assigned subject area
- Technological resources
- Applicable laws, rules, and regulations
- Teaching methods and principles
- Budget principles
- Curriculum requirements
- Current trends in assigned field(s)

SKILLS

- Curriculum instruction
- Developing curriculum
- Managing classrooms
- Demonstrating mastery in subject area(s)
- Assessing student progress
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information.

PHYSICAL REQUIREMENTS

- Positions in this class typically require:
 - Climbing, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.
- Sedentary Work:
 - Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
 - Sedentary work involves sitting most of the time.
 - Walking and standing are required only occasionally.

APPLICATIONS

Internal and External applicants complete and submit the online employment application at www.swtc.edu/jobs
For questions regarding the application process please email Human Resources at humanresources@swtc.edu or **608.822.2314**.

If you need an accommodation, call 608.822.2632 (tdd: 608.822.2072) or email disabilityservices@swtc.edu

SALARY RANGES

Bachelors: \$48,898 - \$77,750

Advanced: \$51,434 - \$81,781

Masters: \$53,969 – \$85,811

BENEFITS/SERVICES

Our comprehensive benefit package includes the following and much more:

- Health Insurance
- Dental Insurance
- Life Insurance
- Long-Term Disability
- Health Savings Account
- Health Club Access
- Wisconsin Retirement System Contribution
- On-campus day care (hourly rate charged)

SELECTION PROCESS

The Review Committee will screen applicants and contact them for an interview. Meeting the minimum qualifications does not assure the candidate an interview. Final candidate's employment offer will be subject to completion of a criminal background check and pre-employment drug screening.

Southwest Tech does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The Equal Opportunity/Affirmative Action Officer has been designated to handle inquiries regarding non-discrimination policies. Call 800-362-3322, Ext. 2315 (TDD: 608-822-2072) or write Southwest Tech, 1800 Bronson Blvd., Fennimore, WI 53809.