

Job Title: CNC Precision Manufacturing Instructor

Supervisor: Campus Administrator

Employment Terms: 11 Months

Salary Range: \$60,000 -\$75,000

Location: West-MEC Central Campus
6997 N Glen. Harbor Blvd.
Glendale, AZ 85307

Skill Sets:

- Customer Service
- Communication
- Critical Thinking
- Personal Management
- Leadership
- Professional Management
- Computer Technology
- Teamwork

Essential Duties and Responsibilities:

- Provides instruction to improve student achievement in the CNC Program.
- Demonstrates and differentiates instructional methods for the purpose of providing an effective program that addresses individual student learning needs.
- Develops a variety of written materials (e.g. syllabus, unit and daily lesson plans, curricular maps, assessments, attendance records, anecdotal communications, etc.) for the purpose of documenting and communicating student progress.
- Assesses student progress towards objectives, expectations, and/or goals for the purpose of planning instruction, providing feedback to students and communicating achievement.
- Manages student behavior in a variety of educational environments by providing a safe and positive learning environment.
- Engages students in leadership development by serving as an advisor for student organizations (CTSO).
- Assist students to complete service learning projects.
- Communicates effectively with students, parents and colleagues at the campus level to improve the overall quality of student outcomes and achievement of established program goals.
- Participates in a variety of meetings and professional development activities for the purpose of professional growth in an educational setting.
- Establishes and maintains a good rapport with community partners and advisory councils.
- Report student enrollment data.
- Performs other related duties as assigned to strengthen the program.

Knowledge and Skills:

- Demonstrate good people skills.
- Strong organizational and communication skills.
- Good working knowledge of math and science applicable to the precision manufacturing industry.
- Understands computer technology and able to use as an integral part of instruction.

Requirements:

- A valid National Institute of Metalworking Skills (NIMS) certification.
- 2-5 years' experience that includes work with manual lathes, milling and CNC; set up and operation of CAD and CAM software; and material science experience.
- Able to acquire Arizona Department Education (ADE) a standard CTE teaching certificate.
- Able to work afternoon, evening and weekend hours.
- Willingness to work with high school youth and adults.
- Must pass a fingerprint clearance and background check.
- Obtain an Arizona Driver's License.

Evaluation: This position has a 90-day probation period, plus a yearly evaluation

Closing Date: Open until filled

Start Date: TBD

Application Procedure:

Submit online application: <https://west-mec.edu/employment/>

Include:

- Letter of interest
- Current resume
- Three professional references (names, addresses and phone numbers)

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