



Creating opportunities for people to rise above barriers in their pursuit of better lives.

PROGRAM/DEPARTMENT Farmworker Services/Workforce Development Division LOCATION: Stockton ASET Center	CHD is committed to implementation of an Affirmative Action Policy and the Americans with Disabilities Act in its recruitment selection and placement of all personnel. CHD is an Equal Opportunity Employer.
JOB DESCRIPTION TITLE: Building Construction Instructor	POSITION STATUS: Regular Full-time FLSA STATUS: Non-Exempt
SALARY: Grade 8	PROGRAM HOURS: 7:00 a.m. – 3:30 p.m. Monday through Friday

CORPORATION DESCRIPTION: California Human Development (CHD) is a private, non-profit, human service agency that provides a wide range of programs and services throughout Northern California.

DIVISION DESCRIPTION: CHD’s Farmworker Services/Workforce Development Division (FWS-WDD) receives funds from multiple sources (Federal, State, Local, and Private). These programs are designed to prepare adult and youth migrant and seasonal Farmworkers and other disadvantaged, unemployed and underemployed individuals for full participation in the labor force. Services include all WIOA Career Services (Basic, Individualized & Training), Counseling, education, job training, Work Experience, Vocational Training, On-the-Job Training, Emergency Support Services and Vocational English Language classes. The results from completing the training include increased self-sufficiency, higher occupation skills and increased education which lead to satisfying careers, job security and prosperous lives.

SUMMARY: This is an instructional, work teaching position under a comprehensive training program for economically disadvantaged and/or unemployed persons. The program provides employment and training opportunities in the area of Building Construction. The overall responsibilities of the skill instructor include: organizing, developing and implementing a comprehensive construction training program in an actual shop area-work situation and external partner(s) building sites.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

Under the supervision of the Manager the Instructor’s duties include:

- A. Effectively teach the, knowledge, concepts, attitudes, and skills encompassed within the curriculum.
- B. Monthly prepare and submit a course of study including program objectives, student performance objectives, and daily lesson plans.

- C. Develop and maintain relationships with suppliers, and submit monthly requests for supplies and materials required to conduct training.
- D. Identify and develop partnerships with public projects builders that would result on work sites where students could get “hands-on” training.
- E. Identify and develop partnerships with local builders that could be a source of employment opportunities and donations.
- F. Assist in student placement activities.
- G. Accurately and punctually submit to the Center Manager all forms and information needed for attendance accounting and reporting.
- H. Participate in the Industrial Advisory Board which will include representatives from related business, industry, unions, professional organizations, and other public and/or private agencies providing the same or related training. Attends staff meetings and such other meetings as required by the Center Manager or Director.
- I. Create and maintain effective links between the program and the business community, unions, apprenticeship programs, and the general community.
- J. Evaluate students’ progress on a monthly basis and submit progress reports to Center Manager.
- K. Ensure that the equipment or tools are appropriate for the work, are maintained, inspected and secured regularly.
- L. Actively participate in the center/corporate safety program and activities.
- M. Actively participate in the safety program and provide meaningful suggestions for working safely.
- N. Perform other duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for this position.

KNOWLEDGE, SKILLS AND ABILITIES:

LANGUAGE SKILLS:

- A. Ability to communicate effectively verbally and in writing with individuals and groups, including occasional public speaking.
- B. Ability to conduct effective public relations.
- C. Ability to read, analyze, and interpret general services contracts or governmental regulations in English.
- D. Spanish-speaking ability highly desirable.

MATHEMATICAL SKILLS:

- A. Ability to use arithmetic skills normally applied in this position.
- B. Ability to compute rates, ratios, and percentages.
- C. Ability to create and interpret presentation charts and graphs.

REASONING ABILITY:

- A) Sufficient capability in cognitive reasoning to perform complex transactions with a high degree of accuracy.
- B) Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

- C) Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- D) Ability to maintain appropriate boundaries with clients and staff both on and off duty as defined by agency ethical codes.
- E) Ability to use effective judgment in crisis situations.
- F) Ability to solve problems and resolve conflicts effectively.
- G) Should be one of caring and concern for other employees and clients served.
- H) Should build lasting relationships with both, giving them confidence in your skills and ability.
- I) Ability to maintain own psychological well-being.
- J) Ability to recognize and manage personal bias.

PHYSICAL DEMANDS:

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
2. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job

This position requires:

Frequently:	Sitting, Walking, Seeing, Hearing, Speaking, Lift approximately 40 lbs.
Occasionally:	Standing, Carrying
Seldom:	Bending, Stooping, Squatting, and Kneeling

WORK ENVIRONMENT:

This is a fast paced environment and the noise level is usually moderate. May have exposure to hazardous conditions and/or materials

QUALIFICATIONS:

- EDUCATION:**
- A. High School diploma or GED required.
 - B. Green certification desired.

EXPERIENCE/SKILLS:

- A. Five years of building construction and building maintenance experience. Journey level experience in the building trades is highly desirable.
- B. Experience teaching or training others.
- C. Bilingual English/ Spanish is highly desirable.

CERTIFICATES, LICENSES, REGISTRATIONS:

- A. Valid California Driver's license.
- B. Proof of insurance on personal vehicle.
- C. Recent satisfactory DMV printout of driving record

ACCEPTANCE AND CERTIFICATION:

Upon acceptance of employment with CHD, I certify that I have read and understand the essential functions of my job as outlined above.

Employee's Signature Date

Supervisor's Signature Date