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**California Human Development**

**Job Description**

**employee name:**

**Job Title:** Welding Instructor, Substitute
**Department/division:** Farmworker Services & Workforce Development

**Reports To:** Primary Instructor
**FLSA Status:** Non-Exempt - Temporary Part-Time

**Location:** Stockton

**Revised Date:** 03/11/2020

**Summary Description:**

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 various fields. The overall responsibilities of the skill instructor include: organizing, developing and implementing a comprehensive training program in an actual work situation.

**DUTIES AND RESPONSIBILITIES:**

* Assist with instruction of students, using the curriculum, considering the student number, and the most workable plan for effecting good teaching techniques.
* Instruct and tutor students; use materials, videos, audio tapes and other devices to demonstrate methods and procedures used to accomplish a work situation. This includes; training in attitudes reliability, job readiness and interviews.
* Through conducting individual counseling, motivates students toward greater achievement in skill work performance and in maintaining a good attendance record, works with students to enable them to succeed in achieving employment.
* Evaluate and grade students in accordance with established curriculum.
* Operates in a spirit of team work with the staff, jointly assessing needs of each student and works together in the guidance and development of the student.
* Actively participate in the safety program and provide meaningful suggestions for working safely.
* Other duties as assigned.

**Supervisory Responsibilities**

None

**Required Skills and Abilities**

* Bilingual English/Spanish preferred.
* Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
* Ability to write routine reports.
* Ability to speak effectively with students and co-employees.
* Ability to use arithmetic skills normally applied in this position.
* Ability to compute rates, ratios, and percentages.
* Ability to solve practical problems.
* Ability to interpret a variety of instructions furnished in written, oral, or diagram form.

**Education and/or Experience**

* High School Diploma or (GED)
* Knowledge in all aspects of welding.
* Three years Welding experience in SMAW, GMAW, Fluxcored Welding and or GTAW.
* Desire to train the disadvantaged, unemployed in the skill of welding.

**Certificates, Licenses, Registrations**

* Must possess a valid California drivers’ license, proof of auto insurance and be insurable under agency policy if driving a company or personal vehicle.
* Current Welding Certificates, in the past six months required, if have not done Welding in the past two years or if you have had Welding experience within the last two years, Welding certificates need not be current.

**Physical Requirements**

Frequently: Sit, Stand, Lift to 70 lbs., Walk, Bend, See, Hear, Speak

Occasionally: Stoop, Squat, Kneel, Twist, Push/Pull

Seldom: Climb

Vision: Must have close, distance, color, and peripheral vision. Must also have depth perception and ability to adjust focus

**Work Environment**

Frequently: Work near moving mechanical parts

Occasionally: Wet or humid condition, high precarious places, around fumes and airborne particles, outdoor weather conditions, extreme cold or extreme heat

Noise level: Loud

*This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time. All employees are to maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers, management and stakeholders.*

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewed by Human Resources: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_