ESTABLISHED 1979

NAVAJO TECHNICAL UNIVERSITY

SIHASIN

POSITION DESCRIPTION

POSITION: Technical Instructor of Welding for Bond Wilson Technical Center
DEPARTMENT: Applied Technology
REPORTS TO: Department Chair or Dean

JOB PURPOSE:

Instructs and facilitates a meaningful and effective learning experience of the course competencies in the classroom, fieldwork, and laboratory settings. Position is subject to all terms and provisions of the NTU faculty contract.

This position description indicates in general the nature and levels of work, knowledge, skills, and abilities. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required or assigned to this position. This position requires knowledge and competence in clinical and counseling training as well as teaching experience.

JOB DUTIES & RESPONSIBILITIES:

- Selects, prepares, and maintains current curriculum, course outlines, and printed and non-printed instructional materials. Selects and orders course books and materials.
- Develops and maintains a classroom environment conducive to effective learning. Encourages student success.
- Preparing lesson plans which incorporate varied instructional techniques, multi-media, integration strategies designed to meet the educational, multisocial and emotional needs of the students.
- Instructs students in field of study.
- Takes, maintains, and submits attendance reports.
- Provides assistance to students regarding up to date information on degrees or certificates in their educational program.
- Maintains accurate files on each advisee, refers students when appropriate to sources of specialized services within the University.
- Sets up, plans and supervises work of students, individually or in small groups, in shop or laboratory.
- Designs tests and evaluates achievement of students.
- Takes all necessary and reasonable safety precautions to protect students, materials, equipment and facilities.
- Provides assessments in regard to performance measures.
- Maintains a current and accurate inventory of all equipment, tools, and supplies.
- Evaluates student progress on a regular basis, including progress reports and grades.
- Provides feedback on work and assignments to students.
- Participates and provides opportunities for students in community service initiatives or projects.

- Provides accurate and timely reports as requested.
- Assists in program reviews and accreditation guidelines with regard to student academic achievement and their success on outcomes.
- Participates in and develops efforts to recruit and retain students.
- May conduct research in field of study.
- Identifies grant opportunities. Prepares and submits proposals.
- May be advisor to student clubs.
- Holds regular office hours to assist students.
- Seeks and assists students in obtaining internships.
- Collaborates with colleagues to share experience and knowledge.
- Attends and participates in faculty meetings, career and technical education meetings, and other meetings and committees as required.
- Maintains confidentiality of all privileged information.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES:

- Supervises students during laboratory work.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Associate's degree in Welding or a related field.
- Three years teaching experience in field of study.
- Maintains educational competencies in area of instruction.
- Professional excellence, community service and/or publication.
- Valid and clean state driver's license.
- Must be able to pass background check, with NO prior convictions of any felonies and no history of child abuse and/or neglect.

PREFFERED QUALIFICATIONS/REQUIREMENTS:

- Bachelor's degree in Welding or a related field.
- Five years teaching experience in field of study.
- Maintains educational competencies in area of instruction.
- Professional excellence, community service and/or publication.
- Valid and clean state driver's license.
- Must be able to pass background check, with NO prior convictions of any felonies and no history of child abuse and/or neglect.

The Navajo Nation Preference in Employment Act applies to all hiring, promotions or transfers of individuals into this position.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of field of study.
- Knowledge of techniques and practices in field.
- Knowledge of University policies and procedures.
- Knowledge of instructional policies and procedures.
- Skilled in operating computers and office machines.
- Ability to write reports and business correspondence.
- Ability to organize and express ideas, directions, and data in a logical sequence to describe a process, or explain procedures such as how to perform a task to students.
- Ability to present materials effectively to individual students or groups.
- Ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion.
- Ability to work independently and meet strict time lines.
- Ability to oversee the work of students.
- Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
- Ability to communicate effectively in the Navajo and English language.

PHYSICAL DEMANDS:

- While performing the duties of this job, the employee frequently sits, stand, walk, bend, stoop, and squat.
- Use hands for dexterity of motion, repetitive movement of both hands.
- Have excellent auditory, visual acuity, and verbal communications skills.
- The employee must occasionally lift and carry up to 25 pounds.

WORK ENVIRONMENT

- Work is typically performed within an office, classroom or laboratory.
- Situations occur where surgical masks, safety goggles, gloves and protective face shields may occur.
- Tight time constraints and multiple demands are common.
- Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.