



POSITION DESCRIPTION

POSITION: Foundations Instructor
DEPARTMENT: Career Technical Training
REPORTS TO: CTT Manager
FLSA STATUS: Exempt

Job Summary: Teaches the basic principles and concepts of career technical education skills to students prior to enrollment into a Career Technical Training Program

Duties:

- Develops and/or implements curriculum and assessment necessary to prepare students for enrollment in a career technical training program, as assigned.
- Collaborates with career preparation staff and counselors to develop and implement strategies to reduce short term separation rates.
- In collaboration with immediate supervisor, develops and implements objective and quantifiable goals necessary to evaluate the effectiveness of the Foundations program(s).
- Collaborates with academic and CTT instructional staff on scheduling, course design, scope and sequence, pedagogy, instruction, and assessment as part of curriculum committees.
- As assigned, develops and implements training achievement records in support of CTT Foundations Instruction.
- Uses contextual and experiential learning strategies to deliver engaging, rigorous, and relevant instruction.
- Ensures the safety of students, staff, equipment, and facilities in the administration of duties. Reports unsafe or unhealthy conditions immediately to center management.
- Ensures ongoing compliance with the DOL Policy and Requirements Handbook and all corporate and center policies.
- Models, mentors, and monitors student behavior in compliance with the standards of conduct and career success standards.
- Participates in evaluation of student progress for assigned students. Evaluates and provides activities to assist student in learning and practicing career success standards.
- Forwards student achievements, certifications, and completed or incomplete training achievement records to the CTT manager within 48 hours of students leaving assigned program(s) of instructor for documentation in CIS.
- Provide students with periodic feedback and assessments of progress in achieving their career development goals. (ESP)
- Collaborate with students in setting or revising their short- and long-term goals that will lead to achievement of career goals. (PCDP)
- Maintains good housekeeping in all areas and complies with safety practices.

- Complies with all DOL guidelines, OFCCP regulations, Job Corps notices and bulletins, company and center policies and procedures.
- Monitors, Mentors, and Models Career Success Standards and Employability Skills.
- Intervene and correct inappropriate student behavior and nonperformance
- Complies with all state regulations related to testing and certification.
- Records and forwards daily attendance to the records department.
- Maintains building and equipment and ensures proper measures are taken for the care of equipment and supplies.
- Participates in PRH mandated staff training and performs other duties as assigned (e.g. monitoring, assessment, transportation, etc.)
- Performs other duties as assigned within the individual's scope and capabilities.
- Perform other duties as assigned within qualifications, experience, capabilities, and those functions aligned with overall center operations.

Qualifications and Experience: Bachelor's degree required. Certified, licensed, or accredited in the state in which the center is located, or is accredited by a professional trade organization to enable students to earn a primary industry credential in the discipline of instruction. Must possess a valid state driver's license.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and stand and walk; to reach with hands and arms and talk and listen. The employee is occasionally required to sit; to use hands to finger, handle, or feel; to taste and to smell. The employee must be able to occasionally lift and/or move up to 25 pounds. Specific vision capabilities required by this job include close vision, distance vision, and peripheral vision.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level can vary from moderate to loud.

This job description is not intended to be all-inclusive. Therefore, the employee may be requested to perform other reasonable related duties as assigned by the immediate supervisor and other management as required. The company reserves the right to revise or change job duties as business requirements dictate. It is mutually agreed that the job description does not constitute a written or implied contract of employment. It is also understood that the company reserves the right to change work schedules as required, including overtime.

EMPLOYEE ACKNOWLEDGEMENT:

I fully understand that participation in PRH mandated staff training is mandatory. I acknowledge that failure to participate may result in disciplinary action up to and including discharge. I understand my key areas of responsibilities, performance expectations and work standards. I

acknowledge that failure to perform to the expectations set forth in this position description may result in disciplinary action up to and including discharge.

Employee's Name (Print)	Signature	Date

Supervisor's Name (Print)	Signature	Date

DOL APPROVAL

COR Name (Print)	Signature	Date