

Sisseton Wahpeton College

Faculty

TITLE: Electrical Instructor
REPORTS TO: Vocational Education Director
SALARY: D.O.E.
TOUR OF DUTY: Generally 8:00 a.m. to 4:30 p.m., M-F, but may require some evenings and/or weekends for special events and meetings.
SUPERVISES: None

Summary

The Electrical Instructor will develop and evaluate the Electrical Program, and will be available to meet with students during school hours. Teaching may include day and evening classes.

Responsibilities/Duties

1. Delivery of effective instruction designed to prepare students for immediate employment or advanced education and training in electrical.
2. Assist students who have problems with assignments, test, grades, course content, career concerns and other academic matters.
3. The acquisition of knowledge to improve level of understanding and sensitivity to the Dakota Culture as it relates to student performance.
4. Regular reporting to the Vocational Education Director on students, budgets, and curriculum matters.
5. Maintain accurate student records, attendance, emphasizing to students the importance of regular attendance and its relevance to satisfactory performance.
6. Develop and maintain curriculum in areas of instructional delivery. Be familiar with curriculum content of courses, and make a continuous effort to improve course content, including the development and use of audio visual/multi-media, computer applications and other hands-on activities as appropriate to the occupation. Prepare and update course outlines for each course taught.
7. Keep abreast of developments and new technology in the Electrical field that will improve educational delivery.
8. Complies with all College, Tribal, and Federal policies, regulations and laws that govern the College.
9. Participates on College committees and in faculty/staff meetings.
10. May be required to assist with events.
11. Performs other duties as assigned.

Education

- High School diploma or GED required.
- Certificate in electrical required and 5 years experience working in the electrical field required.

Minimum Qualifications

- Must have a work record reflecting stability, dependability, and integrity.
- Knowledge of the principles and accepted practices of the trade.
- Knowledge of classroom teaching principles and techniques preferred.
- Ability to interact with staff in a manner that establishes and maintains effective working relationships.
- Previous experience teaching Native Americans preferred.

Other

- Must have excellent verbal and written communication skills to coordinate with other departments, answer public inquiries, and interact with significant and influential individuals.
- Ability to maintain high levels of confidentiality
- Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft related, dishonest and unethical behavior.

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I have read the above job description and agree to perform all duties and responsibilities to the best of my ability.

Employee Signature

Supervisor's Signature