



PUEBLO ELECTRICAL JATC

NECA | IBEW 12



May 31, 2018

To All Interested Parties:

The Pueblo Electrical Joint Apprenticeship and Training Committee (PEJATC) is currently seeking applicants for one full time apprenticeship instructor opening. This position will be managed by the Training Director with oversight by the PEJATC Board of Trustees, which consists of three contractors from the Southern Colorado Chapter of NECA and three IBEW Local 12 members.

The duties of the instructor include but are not limited to:

- 1) The instructor will need to have the ability to develop lesson plans, navigate the NJATC - ETA's web based blended learning process, organize and document all class test scores, homework and other classroom activities . The position will teach first through fifth year apprentices the approved and standardize national curriculum.
- 2) The instructor will be teaching apprentice classes at night during the school year and journeymen upgrade classes (Continued Education classes) periodically on Saturdays. Therefore the instructor must be willing and able to work a very flexible schedule.
- 3) The instructor will be required to spend the off school year months revising lesson plans based off of changes in the NJATC-ETA curriculum , rebuilding classroom teaching processes, developing and/or revising hands on labs, reviewing the NJATC-ETA syllabus for book ordering and developing class schedules for the upcoming school year.
- 4) The instructor must be able communicate and demonstrate the necessary math and algebra required by the industry and specifically DC & AC theory.
- 5) The instructor must be able to demonstrate the communication skills necessary for adult education and the ability to transition technical knowledge to a level of basic comprehension.
- 6) The instructor must be able to maintain a high level of classroom discipline and recognize those apprentices that need more assistance to succeed.
- 7) The instructor will need to possess the drive and passion to stand in front of a class room and teach the electrical trade with a positive attitude.
- 8) Applicants must possess but are not limited to a minimum of the following:
 - a. Must be a Colorado licensed inside wireman must be a IBEW member in good standing
 - b. Must have a thorough understanding of apprenticeship training and the JATC educational process
 - c. Possess the capability to maintain an organized and clean classroom and work space
 - d. The ability to communicate to multi-levels of apprentices
 - e. The ability to meet goals and time tables
 - f. Must be able to demonstrate the competence to take direction and counsel from JATC management and other JATC staff members
 - g. Strong self-management skills
 - h. The ability to demonstrate patience in explaining difficult concepts
 - i. The ability to maintain composure, keep emotions in check, control anger and avoid aggressive behavior even in very difficult circumstances.
 - j. Demonstrate ability to be a team player Strong ability to organize, plan and schedule
 - k. Must be able to demonstrate basic computer skills (Microsoft Office suite) and have the ability to navigate the NJATC-ETA online blended learning system, able and willing to attend and learn the TradeSchool classes and software.



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- l. Must demonstrate the ability to set and operate computer driven projection equipment, research internet for updated classroom material and utilize a number of automated classroom teaching aids.
- m. The instructor must be able to demonstrate the ability to work in changing classroom environments and to be able to "work out of the box" with changing conditions. (Example, the classroom internet goes down)

This is a salaried, exempt position, the compensation package does not include overtime or comp time pay. Instructors work off of a yearly contractual agreement with the Pueblo Electrical Joint Apprenticeship and Training Trustees and are not subject to the construction working agreement.

Wages are paid on an hourly rate based upon the highest journeyman inside wireman package under the collective bargaining agreements.

The instructor will be provided with two weeks of paid vacation per year, five personal leave days (sick days) and seven paid holidays.

For each full year the instructor teaches, for four consecutive years, upon completion of the annual National Training Institute (NTI), there shall be an additional 2.5% increase in the per hour rate of pay, culminating at 110% of the starting salary pay determined by the PEJATC, upon completion of the NTI instructor 's certification .

Annual NTI attendance will be mandatory until the instructor completes the four year instructor certification process.

The instructor will be provided the 8th District Health, Pension, PCA and Annuity, based off of the highest rates under the IBEW Local #12 Inside Collective Bargaining Agreement.

- The instructor must be able to travel occasionally on demand for work and/or training purposes.
- Interested applicants should submit a cover letter and resume by no later than Saturday, June 30, 2018.
- The JATC plans to interview all qualified applicants by Friday, July 20, 2018
- The successful applicant should plan to report for work at the JATC starting Wednesday, August 1, 2018

The application package can be sent by USPS to:

Dan Kraus, Training Director Pueblo Electrical JATC, P.O. Box 612, Pueblo, CO 81002

Or by email at: dan@pueblojatc.org



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