

**JOB DESCRIPTION**  
**Keene School District**

**ELECTRICAL APPRENTICE CLASSROOM INSTRUCTOR LEVELS I-IV**  
**KEENE COMMUNITY EDUCATION**

**Purpose Statement**

The job of Electrical Apprentice Classroom Instructor was created for the purpose of training/educating apprentices in specified level using effective planning, preparation and organization for each class; creating a classroom environment conducive to learning where students are motivated to achieve; using formative and summative assessments to evaluate student progress, provide regular, effective feedback and measure student competencies based on instruction; and effectively organize, develop and deploy information using provided curriculum, resources, and materials.

This job reports to the Program Director.

**Essential Functions**

- Creates a course syllabus based on approved curricula from the NH Department of Education.
- Prepares for each class with a thorough understanding of required competencies, state-approved texts, and a lesson plan that will address objectives defined in the syllabus.
- Evaluates students' knowledge and understanding (formative assessments) to ensure they are prepared for every class by evaluating homework and assignments.
- Prepares, maintains and administers quizzes and tests; assigns and assesses individual and group projects (summative assessments).
- Maintains accurate records of apprentices' attendance and test scores.
- Motivates and counsels apprentices to improve student outcomes and create a positive learning environment.

**Skills, Knowledge and Abilities**

**SKILLS:** Specific skill-based competencies required to satisfactorily perform the functions of the job include: verbal and written communication skills (including public speaking presentation skills; effective listening skills; operating standard office equipment, including using pertinent software applications; interpreting data; and using technology as an instruction tool).

**KNOWLEDGE:** Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws.

**ABILITY:** Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; maintaining FERPA confidentiality; exhibiting tact and patience; and working flexible hours.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling. Generally the job requires 40% sitting, 20% walking, and 40% standing. This job is performed in a generally clean and healthy environment.

**Terms**

Employment is based on a yearly contract of 156 class hours. The school year range is September through April/May depending on snow days, vacation days, and holidays of the host district. Additional instructor meetings are mandatory at the beginning and end of the school year.

**Minimum Qualifications:**

- Journeyman Electrician License
- Three years' field experience through current or previous employment in the electrical trade.
- Master Electrician License or a Baccalaureate Degree in Electrical Engineering with a minimum of ten years' experience in the electrical trade preferred. OSHA trainer certification also preferred.

Clearances: Pre-employment physical, as applicable.

FLSA Status: Non-Exempt

Approval Date: 5/2018 RM

**EEO Statement:**

The school districts comprising SAU 29 do not discriminate on the basis of race, color, national origin, sex, disability, age, or any other legally protected class in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

**Director of Human Resources, NHSAU 29, 193 Maple Ave., Keene, NH - 357-9007**