

Secondary CTE Wood Tech Instructor (Wood Product Manufacturing)

Job title: Wood Tech Instructor

Department: Training

Location: Grand Rapids, MI – On Site

Salary Range: \$50-60K / Year

Next Step of West Michigan Work Culture

Next Step is a faith-based, social enterprise, non-profit engaged in work force development and skills training. We are dedicated to serving our program participants' needs, while meeting and exceeding our customers' expectations. We expect an innovative, goal-oriented, eager contributor, who shows a dedicated work ethic. We expect our staff to exhibit empathy, compassion, active listening, to be self-aware, sensitive across racial, class and cultural lines, ethical, and approachable. We look for work habits of punctuality, dependability, accountability, responsibility, cooperation, team participation, integrity, problem solving, and overall positivity. These attributes, combined with the performance of one's duties and achievement of goals will be equated with the quality of one's overall job performance.

Job Summary

We are seeking a dynamic and skilled Wood Tech Instructor to join our team. The ideal candidate will be responsible for planning, preparing, and delivering engaging woodworking lessons aligned with curriculum guidelines and standards for junior and senior high school students. This role requires a commitment to providing diverse, student-centered learning experiences and fostering a safe, organized, and positive workshop environment. The ideal candidate will have strong communication skills, a passion for woodworking, and the ability to inspire and support students in a hands-on learning environment.

Key Responsibilities

Instruction and Curriculum:

- Plan, prepare, and implement engaging wood working lessons and activities based on curriculum guidelines and standards.
- Use various teaching methods and strategies to enhance student understanding and engagement.
- Provide constructive feedback to students on their work and performance.

Classroom Management:

- Maintain a safe, positive, and conducive learning environment.
- Manage student behavior and address program disruptions effectively.
- Supervise students during class, and breaks.

Safety and Management:

- Ensure a safe and organized workshop environment, enforcing safety regulations and procedures.
- Maintain and organize shop equipment and supplies.
- Supervise student projects and provide guidance and support.

Communication and Collaboration:

- Communicate regularly with parents/guardians, sending schools and KISD regarding student progress, challenges, and concerns.
- Collaborate with other instructors, staff, and administrators to improve teaching practices and student outcomes.
- Participate in professional development and training opportunities to enhance skills and knowledge.

Assessment and Reporting:

- Monitor student progress and identify areas where students may need additional support.
- Create and administer assessments to evaluate student learning and progress.
- Maintain accurate records of student attendance, grades, and performance.
- Prepare and submit reports on student progress and achievement.

Other Duties:

- Help organize program activities and events (such as field trips and student showcase).
- Managing support team (assistant instructor/s and volunteers).
- Performs miscellaneous job-related duties as assigned (i.e. custom projects, e-commerce products, manufacturing work).
- Supporting community outreach efforts to promote programming

Required qualifications

- Valid Career and Technical Education (CTE) certification in a related area, or eligible for or currently hold an Annual Occupational Authorization (ACA) through the Michigan Department of Education
- Minimum of 2 years woodworking industry experience.
- Strong knowledge of shop safety and OSHA standards (or be willing to take OSHA training)
- Ability to manage and maintain tools, equipment, and shop materials
- Knowledge of varied teaching strategies to differentiate learning.
- Eager to work collaboratively with other instructors, staff and administrators.
- Excellent verbal and written communication skills.
- U.S. Work Authorization required.

Preferred qualifications

- Bachelor's degree preferred.
- At least 5 years of teaching experience at the K-12 level preferred. (or prior teaching or training experience)

Required skills

- Proficiency with CAD/ CAM programming
- Proficiency with woodworking machinery including CNC.
- Proficiency with Microsoft products, Google Suite and iPad apps