



Title: Summer Building and Construction Trades Union Academy Instructor
Reports to: MiSTEM Director

FLSA: Non-Exempt
Updated: Jan 2025

Position Summary

We are seeking a dynamic and experienced instructor to lead our **Building and Construction Trades Union Academy** this summer. This program provides high school students with hands-on learning opportunities in construction trades while exposing them to potential career pathways. The role involves typical teaching duties alongside collaboration with union partners, facilitating community projects, engaging in unique learning experiences and business immersion trips.

Principal Duties and Responsibilities

(Essential functions in terms of the Americans with Disabilities Act)

- **Instruction:**
 - Ability to teach students foundational skills in the building and construction trades, including safety protocols, tool usage, and basic construction techniques.
 - Ability to develop lesson plans aligned with industry standards and student needs.
 - Ability to guide students to successful completion of industry credentials.
- **Community Engagement & Collaboration:**
 - Ability to collaborate with union partners to ensure program relevance and access to resources.
 - Ability to facilitate a joint community project with the Welding Academy, providing students a chance to apply their skills in a real-world setting.
- **Special Activities:**
 - Ability to organize and lead a hands-on middle school career exploration camp, introducing younger students to opportunities in the construction trades.
 - Ability to participate in business immersion trips with students to connect classroom learning with industry practices.
- **Professional Development & Program Enhancement:**
 - Ability to assist in the ongoing evaluation and improvement of the program.
 - Ability to serve as a role model, emphasizing career-ready behaviors and a professional work ethic.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

Preferred Employment Qualifications

Education: Demonstrated experience in construction trades or as a construction trades instructor, with a strong practical background in the field. Eligibility for a Career and Technical Education (CTE) Annual Authorization or equivalent credential is required. Additional certifications or training relevant to construction trades or technical education (e.g., OSHA, NCCER, or journeyman-level credentials) are a plus.

Experience: Demonstrated expertise in construction trades. Previous experience as an instructor, trainer, or mentor in a construction or technical education setting is highly desirable. Familiarity with union-based training programs, apprenticeship models, or workforce development initiatives is a strong advantage. Experience working with high school students or young adults is a plus, with an emphasis on fostering skill development and career readiness.

Certificates, Licenses, or Registrations: Current Michigan Teaching Certificate and/or Eligibility for a Career and Technical Education (CTE) Annual Authorization or equivalent credential is required.

Other Knowledge, Skills, and Abilities: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Required:

1. Ability to maintain confidentiality with staff and sensitive information.
2. Ability to communicate in a clear, concise, professional manner in both oral and written communications.
3. Knowledge and proficiency in Google.
4. Ability to effectively manage multiple tasks to meet deadlines.
5. Ability to work as part of a highly motivated, interdisciplinary team.
6. Ability to consistently and reliably perform all duties of the position.
7. Timely, regular and consistent daily attendance is required.

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.*

Ability to perform and demonstrate various construction techniques, including lifting, bending, standing for extended periods, and operating tools or machinery in a safe manner.

Work Environment: The program takes place in both indoor and outdoor settings, including classrooms, workshops, and construction sites. Involves working in various weather conditions, depending on the program's schedule and activities. Requires supervising and guiding high school students in hands-on construction projects, with a focus on maintaining a safe and productive learning environment. May include exposure to noise, dust, and physical activity typical of construction sites. Emphasizes safety and adherence to established protocols to ensure a secure environment for all participants.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.

Terms of Employment

Employment Term: Temporary, Grant funded contracted position. Duration: 7 weeks (June 16 - July 31, 2025)

Class Schedule: Typical class schedule Monday - Thursday, 9:00 AM - 3:00 PM. With 90 minutes of planning each class day. Some weeks may include adjusted schedules with fewer class days due to holidays or special events, such as a middle school program. Additional Friday business immersion trips to local industry sites. Planning meetings as needed.

Compensation: \$36/hr. **Application**

Deadline: Open until March 1, 2025, or until filled

Application Procedure: Qualified Applicants may apply in **hard copy** with a Resume, Application (found on the COPESD website) and Credentials to:

*Laura Percival
C.O.P.E.S.D./NEMiSTEM
6065 Learning Lane
Indian River, Michigan 49749
Fax: (231) 238-8551
Email: percival@copesd.org*

This job description is not an employment contract and should not be construed as such. Additionally, no other statement, verbal or written, is to be interpreted to constitute an employment contract or an employment relationship. Employment in support staff positions with Cheboygan Otsego Presque Isle Educational Service District (COPESD) is not by annual contract but rather is covered by the current COP Support Staff collective bargaining agreement and board policy.

This current job description supersedes all prior descriptions and all previous versions of the job description are null and void. This job description may be amended or modified at any time by the employer. Any such modification will be timely communicated to all affected employees.