



**Job Title:** Skilled Trades Instructor  
**Department:** Academics  
**Position reports to:** Academic Dean  
**FLSA Status (Exempt/Non-Exempt):** Exempt  
**Full-time/Part-time:** Full-time  
**Start date:** August 15, 2022

### **Position Summary:**

The applicant for this position should have both the knowledge and skills of the subject matter. The subject matter includes the areas of metal and woodworking and small engine and automotive repairs. The successful candidate should be able to communicate well with both high school-age students and adults. More specifically, metalworking skills must include multiple forms of welding and metal (metallurgy) fabrication techniques. Skills and knowledge in woodworking should consist of framing construction and modern codes; electrical, plumbing, HVAC, and current codes; finish carpentry; and crafty carpentry. Skills and knowledge in engines area to include engine basics, four-stroke vs 2 stroke; essential ability to diagnose problems and fix (change oil and brake components) these topics of learning. Willingness to share tools, especially for specialized tasks, is a plus. This person should work well with the administration to build this program and integrate it with the other Applied Sciences and Science, Technology, Engineering, Art, and Math classes.

A faculty member at St. John's Northwestern Academies (SJNA) has the opportunity to play a significant role in a young person's life. Due to the fact that SJNA is a boarding school, a faculty member has unique opportunities not present in traditional day-school settings. Also, the demands placed on a faculty member at SJNA exceed those of a traditional day-school. A faculty member at SJNA who thinks beyond the classroom and understands their role as more than just a job, but rather as a vocation, will have a rewarding experience.

### **RESPONSIBILITIES**

#### **Essential Duties:**

- The primary responsibility of a faculty member at SJNA is to provide **high-quality classroom instruction** in a safe, well-managed, inclusive atmosphere. This requires proper classroom preparation, including using an established curriculum as a guide and updating it as necessary. A teacher needs to be available before school and after school (tutorial) for students who need additional help. In dealing with students, teachers need to be fair, respectful, and use sound judgement when dealing with discipline issues. Teaching styles and strategies should be varied in response to the needs of students and be focused



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on student engagement in the learning process. Students should be challenged but not overwhelmed and should find meaning in their coursework. The overall mood of the classroom should be a positive and student-centered learning environment.

- Faculty members are required to provide leadership and guidance through the **Advisor Program**. In this program, teachers build healthy and appropriate relationships with the students assigned to them, encourage them, and provide advice as needed.
- Faculty members need to be **effective communicators** and **team oriented** within the Academies and those we serve outside the Academies. Teachers need to be proactive in their communications, appreciating that communication is a two-way street and that seeking and receiving information is just as important as sending it out clearly. This includes reaching out to parents regularly to keep them aware of their students' progress and promptly returning parent phone calls and emails. Teachers need to work cooperatively with and in support of their peers, RFOs, advisors, parents, and all others in service to the best interests of the students. Overall, actions, direction, and intentions should support the Academies mission.
- Faculty members are also required to be **effective classroom administrators**. Attendance needs to be taken promptly and accurately at the start of each class period in the online School Information System (SIS). Assessment and grading of student performance need to be fair and justifiable. Grades need to be entered into the SIS on a timely basis. Progress reports need to be written clearly and professionally. Students needing extra help should be placed in tutorial and, if needed, assigned to extra evening or weekend study halls as outlined by the current policies of academic standing.
- Faculty members are required to support the Academies through supervision of **extracurricular activities and by providing support for social events (chaperone duty)**. Classroom instruction is only one part of the faculty's integrated role at the Academies. Sports, clubs, and other after-school events require leadership and supervision by faculty members.
- Faculty need to **support the structures of the Academies**. Both the military structure and the prefect structure are designed to support the education and development of the students. Therefore, it is important for the classroom teacher to work within those structures, supporting both at all times. While each teacher needs to express their own leadership in their classroom, it must include and support the philosophies of both Academies.
- Faculty members are **expected to continuously improve** their teaching and learning knowledge through professional development opportunities, both those presented by the school and through their initiative. Appreciating that teaching is



both an art and a science—demanding continuous improvement, reflective practice, and an experimental mindset—is an essential and expected disposition for an SJNA faculty member.

### **Supervisory Duties:**

- Learning Commons (study hours)
- Chaperone events (as assigned)
- Willingness to support the Academies' Athletic/Extracurricular programs

### **QUALIFICATION REQUIREMENTS**

#### **Knowledge/Skills/Abilities:**

- Should have strong interpersonal skills, organizational skills, and desire to make a difference in a young person's life.
- Must have the ability to supervise students both in the classroom and non-classroom settings in a safe, healthy, and controlled manner.
- Must have an appreciation for the importance of building and maintaining positive relationships with students to facilitate effective learning.
- Should demonstrate integrity and strong moral character.
- Must be able to work both independently and within a team.
- Should be technologically competent by modern workplace standards (email, word processing, find and utilize online resources, able to learn online grade book and SIS, etc.)

#### **Education/Experience:**

- A bachelor's degree, master's degree, or vocational certification in an area of the specific trade or occupation to be taught.
- Experience providing trades instructor services equivalent to a trades Instructor.

**Certificates, Licenses, Registrations.** A valid teaching license in the appropriate area/level of Trades is required. If a candidate has significant work experience in the relevant field, exceptions are possible and determined on a case-by-case basis.

Interested applicants should email their resume to: [careers@sjnacademies.org](mailto:careers@sjnacademies.org)