



INDEPENDENT ELECTRICAL CONTRACTORS, INC. JOB DESCRIPTION

Position: IEC Apprenticeship Technical Instructor

Primary Role: The IEC Apprenticeship technical instructor has primary responsibilities for delivering the IEC Apprenticeship training curriculum to students in the Apprenticeship program. The instructor provides technical support, supervision, oversight and direction to assist in the learning process of apprentices using a combination of training methods that motivate student learning.

Specific Position requirements:

The technical instructor uses multiple training techniques including presentation and lecture, “show and tell”, group presentations by students and other effective instructional methods in the IEC-Dakotas Chapter Apprenticeship Training Program.

- A. Uses the IEC National Curriculum to deliver PowerPoint presentations, visual aids, communication skills for customer interaction, and other pertinent options.
- B. Develops a lesson plan for each course date to ensure all learning objectives are covered in each class.
- C. Possesses communication skills including a developed syllabus and the ability to speak to groups.
- D. Communicates effectively and helps students develop good study habits.
- E. Completes all administrative work on time such as grade submissions and attendance records.
- F. Attends instructor meetings as required, tele-conference, monthly, quarterly and annually as requested.
- G. Completes other duties as required and asks for assistance when needed.
- H. Instructors are available to provide extra help to students at times not necessarily during class time.

Classroom Management:

The technical instructor uses classroom management skills to develop a fair and consistent method of discipline in the classroom that helps students and the instructor maintain classroom order. This discipline helps students develop good study habits, ensures timely submission of assignments and reinforces good safety procedures. Furthermore this discipline maintains the safety and credibility of the IEC Apprenticeship program and instructor at all times.

Essential Skills, Education and Experience:

- A. Completion of the IEC Apprenticeship program and an Electrical Contractors License is preferred.
- B. A high school diploma or General Education Equivalent (GED).
- C. Actively performed work on electrical systems in the construction, repair or design as they pertain to the residential, commercial or industrial industry for a minimum of five (5) years.
- D. Extensive knowledge and understanding of the National Electrical Code.
- E. Good communication skills.
- F. Basic computer skills demonstrating effective use of Microsoft Office products.
- G. Completion of a course of study in electrical construction under the direction and supervision of an established school or apprenticeship program.
- H. Possess or willing to possess IEC Teaching Certification.
- I. Include in resume your expertise as it relates to the electrical industry.
- J. Ability to complete objectives without direct supervision.