



Mid-South Independent
Electrical Contractors, Inc.

New Jersey Independent Electrical Contractors

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 Mid-South IEC Chapter’s Apprenticeship Training Program. Interaction with the online CMS curriculum portal will also be required.

- A. Uses the National IEC’s Curriculum to deliver provided PowerPoint presentations, visual aids, communication skills for customer interaction, and other pertinent options.
- B. Instruct students individually and in groups, using and approved curriculum and various teaching methods such as lecture, discussion, and demonstration.
- C. Follows the curriculum lesson plan for each course date to ensure all learning objectives are covered in each class.
- D. Possesses communication skills including a developed syllabus and the ability to speak to groups.
- E. Communicates effectively and helps students develop good study habits.
- F. Observe and evaluate students' work to determine progress and make suggestions for improvement.
- G. Prepare students for further education by encouraging them to explore learning opportunities and to persevere with challenging tasks.

- H. Maintain accurate and complete student records as required and internal policies.
- I. Attends instructor meetings as required.
- J. Completes other duties as required and asks for assistance when needed.

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. A high school diploma or General Education Equivalent (GED).
- B. 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.
- C. Extensive knowledge and understanding of the National Electrical Code.
- D. Good communication skills.
- E. Basic computer skills demonstrating effective use of Microsoft Office products and is comfortable accessing online course materials.
- F. Completion of a course of study in electrical construction under the direction and supervision of an established school or apprenticeship program is preferred
- G. Possess or willing to possess an IEC Teaching Certification.
- H. Include in resume your expertise as it relates to the electrical industry.
- I. Ability to complete objectives without direct supervision.
- J. Teaching experience preferred, but not required upon showing of adequate teaching skills.