



ANEW improves people's lives by providing quality training, employment navigation and supportive services leading to successful family wage careers. Founded in 1980, ANEW is the longest continuous running pre-apprenticeship program for women in the county and has a unique and successful reputation for assisting women into apprenticeship. Since inception ANEW provides career exploration, training, support services and equity and inclusion services.

POSITION TITLE: Construction Trades Education Instructor (DVR)

The main function of this position is to provide meaningful construction trades exploration opportunities for in-school youth which may result in youth pursuing pre-apprenticeship and/or apprenticeship opportunities. Responsibilities include tutoring students, correcting classroom work, monitoring student behavior, adapting curriculum. Depending upon individual assignment, duties may also include clerical work such as typing and duplicating materials, supervising students, and providing basic first aid. Services include but are not limited to instruction and supervision of Division of Vocational Rehabilitation students, coordinating training sites with school officials, and recruiting youth, planning, coordinating, instructing, and implementing work-based construction training/exploration over summer vacation.

ESSENTIAL FUNCTIONS

- Provides instruction to students individually or in small groups in a variety of learning activities; promotes student understanding of materials presented. Reinforces and reviews concepts and skills. Adjusts tasks to suit needs of students.
- Types, duplicates, collates and distributes classroom materials and projects. May operate a variety of office equipment (i.e., laminator, copier).
- Provides instruction/coaching for students related to student's transition goals.
- May assist to order and stock office and classroom supplies.
- Maintains student records including attendance; graphs data, compiles grading information, scoring etc. and may prepare student progress information for teachers.
- Assists classroom teacher in preparing instructional materials, quizzes, teaching aids and review sheets.
- Ensures student's understanding of material presented.
- May be called upon to provide basic first aid care to ill or injured students.
- Acts as a role model to demonstrate appropriate behavior to students; assists teacher in maintaining a classroom culture conducive to learning.
- Communicates and collaborates with YEP Coordinator concerning individual student progress or concerns.
- Distribute program marketing materials to prospective students and appropriate service and/or community partners
- Performs related duties as assigned



MINIMUM QUALIFICATIONS

- CTE Experience
- Experience providing outreach and communication to disadvantaged populations, preferably IEP/504 students
- Knowledge of apprenticeship preferred
- Experience with construction, preferably teaching and training with hands-on construction projects
- Experience working in a team environment to reach outcomes
- Experience collaborating with school and community partners
- Excellent interpersonal, written and verbal and excellent customer relations skills
- Intermediate to advanced computer skills, including operational abilities in all Microsoft Suite programs (i.e. - Word, Access, Excel, and PowerPoint)
- Experience using various forms of social media for business related purposes
- Experience providing recruitment, employment placement services, instruction, and counseling to adult or youth population and working with ethnically diverse populations
- Knowledge of barriers facing hard-to-serve clients

CONDITIONS OF EMPLOYMENT AND OTHER REQUIREMENTS

- Ability to work flexible schedule to include evenings and/or weekends
- Proof of citizenship or other authorization for employment
- Continuation of this position is dependent on achievement of performance goals and availability of funding
- Background screening through Washington State Patrol
- Ability to work flexible schedule to include evening and or weekend
- Ability to get to multiple work locations on a routine basis
- Proof of citizenship or other authorization for employment
- Continuation of employment is contingent upon successfully performing work described
- Continuation of this position is dependent on achievement of performance goals and availability of funding

WORK LOCATION: ANEW Administration office –Renton and Satellite locations as assigned

WORK SCHEDULE: Monday through Friday, 8:00 am – 5:00 pm, with occasional evenings and weekends as needed

REPORTS TO: Passport to Career Lead

ANTICIPATED START DATE: April 2022



SALARY

This position is paid at an hourly rate of \$ 22-\$30 per hour. This is a non-exempt position, Monday through Friday (40 hours) and occasional evening or weekend work. This position is grant funded and continuation of this position is subject to obtainment of contract deliverables, funding restrictions such as penalties for nonperformance, project evaluations, and achievement of performance goals and availability of funding.

BENEFITS

The person in this position is expected to serve a 90-day probation period. Benefits will take effect on the first of the month following 2 full months of employment. If the position is more than 30/hours per week, the following benefit information will be made effective:

Employer paid benefits include Medical, Dental and Vision.

A portion of the medical premium is made by the employee through a pre-tax contribution at time of payroll posting. Employees at 30/hours week or greater qualify for full benefits and pay a pre-tax contribution of \$80 per month. Employees at 20/hours per week pay 25% of their benefits. Employees who work less than 20 hours per week are not eligible for paid benefits. Additional employer paid benefits include basic life insurance, vacation, sick leave, holiday pay and taxes as required by law.

APPLICATION PROCEDURE

The final applicant will be selected by way of a competitive process which will include interviewing and professional reference checks. Please email cover letter and resume to the name listed below. No calls please.

Hiring Manager, Dee Jackson, Dee@anewcareer.org