

CARPENTRY INSTRUCTOR

Role	Vocational Carpentry Instructor	Location	Evanston	Status	Part Time, 1099 status
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JOB SUMMARY

The Carpentry Instructor creates an engaging, high-quality learning experience for all vocational trade students through hands-on, demonstrative instruction, thorough explanation of carpentry concepts, and creating a learning environment where students collaborate, take risks, ask questions, and embrace knowledge and growth.

JOB RESPONSIBILITIES

Administrative Responsibilities	• Maintain written and digital records and reports of grades, attendance, and student progress • Submit reports to CPO Executive Staff • Track and report class schedule and student attendance • Submit purchase orders for tools, equipment and supplies needed for classroom and shop instruction • Attend and participate in team meetings, professional development, and CPO initiatives
Instructional Responsibilities	• Executive effective classroom management • Plan and execute effective lessons • Build rapport with participant to enhance and sustain quality instruction • Theory and hands-on carpentry instruction • Assess participant progress through both quantitative (exams) and qualitative (performance and observation) data • Instruction of reading comprehension, number sequences and logic paper folding • Curriculum development and delivery • Demonstrate and promote/instruct all customary safety practices in the field of carpentry • Provide tutoring to participants as necessary • Prepare students to enter the carpenters' union upon completion of classes • Collaborate with other instructors as necessary • Become a certified NCCER Instructor

PERSONAL REQUIREMENTS

- Must demonstrate a love for God and His Word, and a love for people
- Must agree with Chicagoland Prison Outreach's doctrinal statement
- Must be able to instruct those with criminal backgrounds
- Must have the ability to relate well to people from many backgrounds and ethnicities
- Must have strong, proven communication and leadership skills and experience

EXPERIENCE

- Minimum of 5 years of experience as a professional carpenter