



Position Vacancy

The vision of Tolles Career & Technical Center is to **Lift All Students**

If these words resonate with your personal mission, we might be a great fit.

Our job is clear. Our dedication is up. And our students are lifted.

POSITION: Electrical Construction Adult Instructor,
Adult Education

POSTED: Part-time, as needed (*Multiple positions may
be available*)

REPORTS TO: January 20, 2023

APPLICATION DEADLINE: Director of Adult Education

STARTING DATE: Until vacancy is filled
Upon completion of hiring process

JOB SUMMARY: Classroom instruction, demonstrate skills as required, remain current with subject matter and instructional methodology.

- Demonstrates and applies a thorough and accurate knowledge of the teaching field and discipline.
- Plans and organizes instruction in ways which maximize student learning.
- Prepare lesson plans and teach course as prescribed by the approved NCCER curriculum.
- Encourages the development of communication skills and higher order thinking skills through appropriate assignments

EDUCATION AND/OR EXPERIENCE:

- Five (5) years of work experience in field related to curriculum is preferred
- Valid or ability to obtain Ohio Adult Education Teaching Permit, through The Ohio Department of Education
- Must pass criminal background check after job offer is made
- Master Electrician or Journey Electrician
- NCCER Certified or willing to become certified

SALARY & CONTRACT: Part-time as needed, \$30.00 per hour

APPLICATION PROCESS: Submit Tolles application, resume, references, college transcripts and certifications/credentials to:

Tolles Career & Technical Center

7877 US Highway 42 S | Plain City, OH 43064
(614)873-4666, x4213 | (614) 873-8761 fax
hr@tollestechn.com

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