



Job Title: **Lead Line School Instructor**

JOB SUMMARY

The Lead Line School Instructor will facilitate student learning to achieve program objectives. The instructor will organize all aspects of the learning environment, including material delivery, cleanliness, safety, and effective lab/lecture. The instructor will deliver the approved curriculum for the program. The Lead Line School Instructor will also oversee all other assistant line instructors.

ESSENTIAL DUTIES AND INSTRUCTIONAL RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Motivate students by demonstrating professionalism, enthusiasm, and sensitivity for their concerns. Actively involve them in classroom discussions and/or activities. Identify different student learning styles and adjust accordingly.
2. Always create and maintain a safe environment.
3. Manage tools assigned to the classroom and lab.
4. Develop, deliver, and promote best learning practices tools into the learning environment, including announcements, discussions, quizzes/exams, videos, communication inboxes, and gradebooks.
5. Provide students with a minimum of one announcement weekly, including motivational quotes, tips, etc.
6. Create/provide instructional tools as necessary to increase student engagement and understanding of the material within the classroom or lab setting.
7. Provide qualitative, holistic feedback to support the assigned grade. Feedback should be based on the rubric and scope of content deliverables and provide students with takeaways to improve on future assignments.
8. Respond to all student questions or requests within 36 hours.
9. Extend discussions, either in the classroom or lab, with follow-up questions or additional content that promotes critical thinking.
10. Respond to all student emails/communications within 36 hours.
11. Communicate, support, and enforce school policies and procedures.
12. Ensure an ethical and fair testing environment during periods of testing.
13. Constantly evaluates curriculum to ensure relevance and provide feedback when necessary.
14. Maintain a working field knowledge through continuing education and demonstrate continuing professional development of technical expertise as an instructor that meets BTI guidelines.
15. Maintain accurate and timely record keeping as it applies to student grades and attendance.

16. Performs other duties and responsibilities as required.

MANAGEMENT DUTIES AND RESPONSIBILITIES

Management duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Provide leadership and supervision to all assistant line instructors in all areas of instruction, safety, and any other related duties.
2. Schedule instructional staff to meet program requirements.
3. Establish and maintain instructional team and individual goals on a regular basis.
4. Perform performance evaluations and classroom/lab observations.
5. Assist with hiring of needed instructional staff.
6. Ensure all materials are procured for classrooms, shop and labs.
7. Responsible for fleet management.

ADDITIONAL DUTIES AND RESPONSIBILITIES

1. Special student assistance: Be available to help students needing tutoring. Consult with the Program Coordinator in cases in which it is identified that a student needs more extensive tutoring attention.
2. Student Issues: Work with students to resolve any concerns they may have, or when necessary, make appropriate referrals for resources and follow up accordingly with the Program Coordinator.
3. Safety Program: Responsible for development and implementation of the safety program. Monitor safety programs in classroom and laboratory areas. Remind students of safety requirements and request that they be followed. Report to the Program Coordinator about any repeated infractions of safety requirements.
4. Curriculum development: Assist with curriculum development, including topic research, text material acquisition, lesson plan development, test writing, curriculum calls, etc.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Mandatory attendance at staff meetings.
2. Attend BTI and/or District trainings as required.
3. Report issues to authorities as necessary, suspicious activity, etc.
4. Reports safety, sanitary and fire hazards immediately to supervisor.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment at all times.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

PROFESSIONAL REQUIREMENTS

- High School Diploma or GED.
- Must have 10 years of experience as a Journeyman lineman or a combination of instructional experience and Journeyman field experience within the last 15 years.
- Must possess proof of completion of a lineman apprenticeship program recognized by the U.S. Department of Labor's Bureau of Apprenticeship and Training Department or other similar program deemed appropriate by BTI.
- Must have a CDL class A (unrestricted)
- Must possess up to date First Aid/CPR/AED certifications.
- Must be pole top rescue qualified.
- Must be able to operate power tools.
- Must be able to operate a digger derrick truck to set poles, drill anchors, load transformers, secure loads and pull a pole trailer.
- Must have the ability to read standards and prints.
- Successfully pass DOT physical and drug testing.
- Must pass a background check.

KNOWLEDGE, SKILLS AND ABILITIES

- Able to use a wide variety of teaching methods to promote learning.
- Ability to work with diverse groups of clients.
- Intermediate knowledge of general maintenance and OSHA safety requirements around machines and job sites.
- Excellent interpersonal and communication skills.
- Strong organizational/motivational skills.
- Ability to engage the student in decision-making, reasoning, and problem-solving.
- Exhibit desire to work with students and provide them with the opportunity to develop to their fullest capacity.
- Able to perform normal duties with minimal supervision.
- Follow all State and Federal guidelines both in classroom and on mobile locations.

OTHER

- **Interpersonal Skills:** Works well with others from diverse backgrounds. Must be able to work effectively as a team member. Focuses on solving conflict, maintaining confidentiality, listening to others without interrupting, keeping emotions under control, remaining open to others' ideas, and contributing to building a positive team spirit. Must be able to multi-task efficiently. Must be able to work independently as well as with other employees and/or administrators in a positive, productive manner. Demonstrated ability to successfully work and maintain harmonious relationships with students.

- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to respond to common inquiries or complaints from students, parents, staff or members of the community. Ability to read and interpret instructions, short correspondence and memos. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, verbal or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Computer Skills:** Proficiency in the usage of database software, internet software, and email as approved by the District. Ability to proficiently use the following programs: MS Word, Excel, Google Mail and Google Docs. Ability to type accurately and proficiently.
- **Other Skills and Abilities:** Must be able to perform tasks which involve independent judgement with speed and accuracy, interpret and apply policies, laws, rules and regulations; learn policies; maintain harmonious working relationships with other employees, and patrons of the District. Must be knowledgeable of Business English, general office procedures and practices, and have a working knowledge of office equipment. Ability to appropriately communicate with administration, staff, parents, members of the community and others including vendors, law enforcement and other agencies. Ability to exercise good judgment and work in an environment with constant interruptions.
- **Certificates, Licenses, Registrations:** Completion of Vector Training (SafeSchools), and other online training as required. Current ODL with CDL with no restrictions.

PHYSICAL DEMANDS

Must be sufficiently mobile to work in a classroom and/or outdoor environment with vehicles/equipment and students daily. This position requires the incumbent to have communication capabilities via cell phone technology. Position additionally requires frequent travel and some work during evenings and some weekends.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, sit, use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is frequently required to stand and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds and be able to safely operate a digger Derrick truck and pull a pole trailer. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

As a non-exempt employee, occasionally perform work beyond a normal 40-hour work week when workload requires.

Physical Environment:

- Lead instructor may stand for long periods of time.
- Lead instructor will regularly climb poles, get in and out of large vehicles and equipment, lift objects, and other related laborious duties.
- Lead instructor may use calculators, keyboards, computers, audio/visual equipment, telephones, and other office equipment.
- Stooping, bending, twisting, and reaching may be required.
- Some work may be completed in a classroom, pole yard, climbing pit, or shop environment.
- Inclement weather conditions, moving mechanical parts, large commercial vehicles, lifts, and high places.
- Sometimes required to lift and carry up to 50 pounds.
- Additionally, will be required to manage heavy items while on poles or in buckets or lifts.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.