



## **Part Time Instructor, Day Time Teaching- Maintenance Technician**

Takoda Institute, a Division of American Indian OIC  
1845 East Franklin Ave  
Minneapolis, MN 55404

### **About American Indian OIC and Takoda Institute:**

AIOIC offers education, training and employment services. Our education services include an onsite contract-alternative high school with the Minneapolis Public School District as well as an Adult Basic Education/GED program. Our training is offered through Takoda Institute, a MN state licenses school, that provides certified, short-term training in IT, and business/ medical administration programs. For employment services, we operate a Minnesota Family Investment Program, Minneapolis Works Program, and a Workforce Investment Program. [takoda.org](http://takoda.org),

### **Candidate Profile**

#### **These qualifications, skills and abilities are critical for success in this position.**

Throughout the screening process, you will be evaluated based on the demonstration of these qualifications.

- Clear and demonstrable understanding of inequity in the construction industry and ideas for reaching those that have traditionally lacked access to trades training and the unique challenges they face in the field
- Demonstrated experience working as a positive part of a team
- Demonstrates awareness of one's own cultural background and how it influences perception, values and practices and how these perceptions, values and practices shape their teaching and relationship to students
- Demonstrates or explains how one would develop culturally responsive curriculum and instruction in response to differences in individual experiences, and cultural, ethnic, gender, linguistic and socioeconomic status

### **Reports to:**

Director of Takoda Institute with indirect oversight by the Assistant Director of Takoda Institute

### **Minimum Qualifications**

To be considered, your application must demonstrate these minimum qualifications. (Experience is calculated based on the start and end dates you provide multiplied by the number of hours per week worked).

- A minimum of 5 years experience in the subject area
- No teaching experience required, however, if candidate is not state certified he/she must have practical experience in the subject/trade area. Must have the ability to transfer topical knowledge to meet specific learning objectives

**Preferred Qualifications:**

**Extensive practical knowledge of trade and teaching experience. State certified, licensed or accredited by a professional trade organization.**

**Responsibilities:**

Performs as an instructor in a regular classroom setting, presenting instructions in the following designated subject areas: **Industry Safety Regulations, OSHA-10, Hand and Power Tool Safety, Basic Carpentry work (incl. Cupboard repair), Drywall/Plaster, Basic Plumbing Maintenance, Basic Electrical Maintenance, Painting, Building Safety Systems and Environmental Control Systems, Landscaping and Grounds Maintenance, Employability Skills**

**MAJOR ACTIVITIES PERFORMED:**

- Promotes a positive and desirable atmosphere within the classroom setting to ensure maximum student motivation
- Maintains a high degree of discipline within the classroom setting to ensure maximum learning and productivity
- Establishes a high degree of student/instructor rapport
- Utilizes all possible curriculum resources available and formulates Contextualized Learning Lesson Plans tailored towards the applicable industry
- Actively participates in Industry Advisory Council and strengthens employer collaborative partnerships
- Records and maintains classroom attendance and share with Directors following current procedures
- Responsible for ensuring proper upkeep and maintenance of equipment and supplies
- Accountable for the cleanliness of classrooms and trade area
- Responsible for reports required by the Manager such as student/staff hours, requisitions and monthly student evaluations
- Additional tasks beyond those above

To perform the essential job functions of this position, candidate must be able to compose/write descriptive reports; use appropriate techniques to implement programmatic activities; verbally direct individuals and groups; remedy dysfunctional behavior; intervene with students in crisis with aggression control/safe physical management restraint techniques; successfully complete mandated training courses.

**All post offer candidates must complete and pass a background check and random drug screens.**

American Indian OIC is an Equal Opportunity/Affirmative Action Employer and will not discriminate against any person on the basis of race, religion, national origin or sex in violation of Title VII. AIOIC prohibits discrimination against employees or applicants for employment on any legally-recognized basis ("protected class") including, but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other protected class under federal, state, or local law.