

Job Title: **Technical Opportunities Program (TOP) Math Instructor**

Position reports to: Outreach and Client Services Manager (OCSM)

Overall function: The TOP Math Instructor is responsible for the training of TOP students in skills needed to successfully enter and advance in careers in the skilled trades. She provides direct instruction in the areas of mathematics, blueprint reading, mechanical reasoning, spatial relations, and job readiness.

Responsibilities include:

1. Stay current on apprenticeship entrance exam requirements
2. Provide math, test preparation and career exploration instruction.
3. Supervise and provide guidance to the math tutor.
4. Administer tests and exams.
5. Assign homework and track submission/grades as appropriate.
6. Record and track student attendance
7. Record and evaluate student progress.
8. Model program philosophy of building confidence through providing students with opportunities to succeed.
9. Maintain an orderly and productive learning environment.
10. Work with the Director of Programs and Program Coordinator to develop and evaluate a standard curriculum that ensures that students receive the same instruction at the same pace.

Qualifications:

- Journey-level trade or equivalent experience preferred
- Two years teaching or supervising experience
- Strong organization skills
- Strong written and verbal presentation skills
- Ability to work evenings and Saturdays
- Must possess functional vehicle and valid driver's license
- Must be able to transport tools, materials, and equipment



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