



Job Description
Construction Trades Training Instructor (Part Time)
Maple Street Correctional Facility

JobTrain, Inc.

JobTrain, a nonprofit educational and training institution accredited by the Western Association of Schools and Colleges. Each of JobTrain's programs combines vocational training, academics, and essential skills development, preparing students to turn their lives around from unemployment and poverty to success and self-sufficiency. JobTrain has a strong relationship with the San Mateo County Sheriff's Department, County Probation and currently provides employment training, programs and services for the currently incarcerated, training/work furlough and formerly incarcerated individuals.

Maple Street Correctional Center

The new Maple Street Correctional Center (MSCC) provides housing for both male and female inmates as well as dedicated Men's and Women's Transitional housing. The Maple Street Facility was designed using a new innovative approach to corrections: to stop the revolving door of individuals in and out of jail. The goal is to keep people out of jail by preparing them to have a purpose in their lives through training programs and counseling while in custody. The facility has 832 beds, support spaces, a natural light-filled visitor lobby, video visitation area, full-service kitchen, locker rooms, and staff dining with outside eating area. It provides incarceration / rehabilitative services for pretrial and court-sentenced inmates, natural light classrooms and computer labs, commercial kitchen dedicated for credential baking, culinary and hospitality training and other general training spaces.

One of many unique features is a separate area of 88 beds for work/training furlough inmates. Many of these inmates are allowed to leave the facility during the day for work, school or training. Others are enrolled in and are receiving training inside the facility. Work/training furlough inmates are housed separately from the general population.

JobTrain is looking for a part time Constructor Trades Training Instructor to expand our programs and training opportunities the Maple Street Correctional Center. This position and programming will add to the existing classroom, programs and services being offered inside the facility. Construction Pre-Apprenticeship: Introduction to the trades is a 21-hour per week training program offered to 15 – 20 male inmates housed in one designated pod of the facility. Instruction will occur Monday through Thursday. The program will be offered over approximately 48 weeks each fiscal year for a total of 1,008 instruction and program hours. The training will explore work readiness and employability skills; projects in carpentry, math for the trades; construction creative thinking; tool and equipment recognition; and, soft skills to choose, get and keep employment in the trades. Other relevant topic identified by the instructor will also be introduced to the inmate trainees. Several hours during the week will be dedicated to documenting brief progress statements on trainee's performance and to prepare curriculum and class lessons.

Position Overview:

The Instructor of the Construction Trades pre-apprentice training is responsible for classroom and lab instruction. Student achievement and growth are primarily dependent on the work and efforts of the classroom teacher. The position is demanding, varied and complex. The teacher must have excellent communication and interpersonal skills and be well trained in content knowledge and teaching

strategies. To perform this job successfully, an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability needed for this position.

Essential Job Functions

1. Plan and implement a program of study primarily following the construction trades Career Connection: One Trade Many Careers goals/curriculum that meets the individual needs and development of the trainees.
2. Guide the learning process toward the achievement of curriculum goals; establish clear objectives for all instructional units, projects and lessons to communicate these goals and objectives the trainees.
3. Develop and maintain a classroom environment conducive to learning with the resources provided by JobTrain.
4. Establish and clarify acceptable standards for student behavior (in accordance with the San Mateo County Sheriff's Department and demonstrate effective classroom management skills.
5. Assist JobTrain and the Sheriff's Department in implementing all policies and/or rules governing student conduct; and, for the classroom, develop reasonable rules of classroom behavior and attendance.
6. Maintain accurate, complete and confidential records as required by law, Sheriff's Department policy and JobTrain regulations.
7. Assess the accomplishments of students on a regular basis and maintains such records as required by JobTrain.
8. Serve as a role model to students in the areas of appearance, actions, behaviors and interpersonal interactions with peers.
9. Cooperates with other members of staff in planning curriculum and instructional methods, goals and objectives.
10. Satisfactorily perform teaching responsibilities and continually evaluate and reappraise performance as needed. Assume the responsibility for seeking help and advice.
11. Maintain a high level of ethical behavior and confidentiality of information about student trainees and all staff.
12. Attend coordination meeting with JobTrain and Sheriff Department staff
13. Maintain a professional relationship with inmates and colleagues.

Qualifications

Knowledge of:

1. Preference will be given to candidates who can display industry knowledge and related work experience.
2. Familiarity and relatable work experience in the Construction Trades or educator in related vocational instruction.
3. Familiarity with construction techniques, tools and ability to teach those skills.

Ability to:

1. Be a team leader and develop and maintain a structured environment.
2. ii. Maintain strength of knowledge and practice in instructional skills and strategies.
3. iii. Demonstrate knowledge of subject matter, and seek support for strategies to improve classroom.
4. Demonstrate standards of moral character and behavior to serve as an effective role model for inmate trainees.
5. Maintain confidentiality when dealing with inmate trainees and JobTrain/Sheriff Department staff.
6. Communicate with individuals of varied cultural and educational backgrounds.
7. Work effectively in an environment which can be emotionally fatiguing.

8. Identify and support challenging behaviors through positive behavior supports.

Education/Experience

Minimum Required Qualifications:

1. High School Diploma or equivalent three years related trade industry experience; or high school, college or career technical education level of instruction experience; Or
2. An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.

Preferred but not required:

1. Individuals with a current or previous General Contractors License.
2. Previous corrections or reentry experience.

Successful applicants must will have excellent written, verbal, organizational, interpersonal communication, and computer skills.

Compensation

A competitive salary and benefits package is offered (company employee or 1099 available).

JobTrain and the San Mateo County Sheriff's Department will require the successful candidate to undergo a background check. JobTrain is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, religion, ancestry, physical or mental disability, marital status, sexual orientation, national origin, or language in its employment actions, decisions, policies, and practices.

How to Apply

Interested candidates should submit a résumé, cover letter (optional) to info@Jobtrainworks.org. The position is now open and applications will be accepted until the position is filled. JobTrain is an equal opportunity employer. Successful candidates must have legal residency and work eligibility in the United States (per INS Form I-9 instructions).