

MONTANA STATE JATC INSTRUCTOR/COORDINATOR
FULL TIME POSITION
JOB DESCRIPTION

1. CONTRACT

Review and sign the Mt State JATC instructor/coordinator yearly contract.
The hired applicant will sign the SMW Local 103 collective bargaining agreement.

2. MAINTAIN RECORDS

Maintain records including indenture agreements, scholarship loan agreements, apprentice attendance records and grades, OJT records, injury/accident records, payroll and travel expenses, minutes of meetings, trust documents, curriculum, instructor personnel records including instructor evaluations, yearly contract and contest records and maintenance of a State apprenticeship list.

3. INSTRUCT APPRENTICES

Conduct staff meetings.
Determine schedules
Procure classroom equipment
Prepare a lesson plan book for each year of instruction
Make hotel arrangements at local facilities
Handle unemployment paperwork for apprentices
Enforce scholarship loan agreements
Present student handbook and collect signatures
Discipline apprentices
Oversee the dispatch of new apprentices in compliance with the terms of the collective bargaining agreement and the registered apprenticeship training standards.

4. ADMINISTRATIVE DUTIES & SUPERVISION OF TEACHING STAFF

Interview and hire additional instructors to instruct classes that the coordinator and the board deem necessary
Conduct staff meetings
Make recommendations to the State JATC on staff hiring and termination
Keep instructors informed on curriculum
Prepare evaluation form and evaluate part-time instructors on a six-month basis
Keep local union and MT SMACNA contractors abreast of apprentices' status.
Negotiate contracts for part time teaching staff and present to the board for approval
Prepare for and attend JATC meetings
Continue to update accreditation standards

Work with the ITI to develop a degree program with a local college so our apprentices receive a college degree on completion of their training
Comply with JATC Policy Manual

5. FINANCIAL RESPONSIBILITIES

Coordinate with the accountant
Payroll
Accounts payable
Monthly contributions
Monthly financial statements
Prepare and present the budgets to the board for approval
Provide documentation for audits
Provide tax forms and information
Administer the day-to-day operations and finances of the MT State JATC

6. COMPLY WITH FEDERAL AND STATE REGULATIONS

Maintain affirmative action plan
Compile with DOL audit files
Prepare documents for compliance review boards
Comply with current apprenticeship standards

7. DEVELOP CURRICULA

Prepare a yearly, day-to-day lesson plan for each level apprenticeship status of instruction
Track and revise plans
Follow the ITI curricula
Develop specialized curriculum if necessary
Identify skills and needs of apprentices and journeypersons

8. MAINTAIN FACILITY AND EQUIPMENT

Maintain the facility, facility grounds, tool and equipment
Keep inventory of tools, material, equipment and teaching materials

9. RECRUITMENT OF APPRENTICES

Prepare and participate in career days throughout the state
Prepare and present recruitment ads to the board for approval
Notify DOL, special interest groups and employment services
Prepare application forms and screen applications
Schedule and conduct interviews in all areas of the state
Administer entrance exams and notify applicants of results
Conduct apprentice orientation

10. COORDINATE CONTESTS

Consult ITI on contest procedures and guidelines
Schedule local contest, develop contest schedule
Recruit proctors and judges

Arrange accommodations
Prepare facilities and equipment
Prepare materials and supplies
Announce contest results, present awards
Prepare financial statements

11. PARTICIPATE IN COMMUNITY SERVICES AND PROJECTS

12. INDUSTRIAL PROMOTIONS

Work with the union and the contractors for the good of the industry
Promote trade goodwill in the communities throughout the area

13. JOURNEYMAN UPGRADE

Develop and manage the list of approved journeyman upgrade classes via online, correspondence, or local educational institutions, (to be reviewed and approved by the JATC,) as well as arrange for appropriate classes to be offered for journeyman upgrade credit at the MT JATC Training Center