



Portage Lakes Career Center

Date Posted: February 4, 2025 **Posting Deadline:** Until Filled

Positions: Adult Education Automation and Electronics Instructor

Reports to: Director of Career Technical Education

Starting Date: August 2025

Work Period: 5:00 p.m. – 9:00 p.m. Monday through Thursday
August 2025 – May 2026

Classification: Certified

Salary: \$37.50 per hour

Benefits: None

Principal Duties: Teach Adult Education Automation and Electronics Program

Minimum Qualifications: Appropriate Ohio Department of Education Certification/Licensure (or eligible to obtain). Ability to develop and maintain employment opportunities for students through relationships with area businesses. Possess certifications appropriate to the subject area. Five years' experience (10 years preferred) in manufacturing, automation, machining. Excellent written, communication, and listening skills. Pass BCI & FBI records check and/or any other district pre-employment requirements.

Other Pertinent Information: Proven ability to deal effectively with adult education students. Knowledge of career and technical training.

Apply to: Application may be made by forwarding a letter of interest via email to employment@plcc.edu or via US Mail to:

**Office of the Superintendent
Portage Lakes Career Center
4401 Shriver Road
Uniontown, OH 44685**

Equal Opportunity: The Portage Lakes Joint Vocational School District is an equal opportunity educational institution. Employment and educational programs are offered without regard to race, color, religion, national origin, gender, disability, military status, ancestry, age, genetic information or any other legally protected characteristic and provide equal access to the Boy Scouts and other designated youth groups. The district prohibits harassment of individuals in any form. Any alleged act of discrimination or harassment should be referred to Mr. Gregg Clark, Compliance Coordinator, at 330-896-8200.



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JOB DESCRIPTION-Adult Education Automation and Electronics Instructor

Reports To: Assistant Superintendent

FLSA Status: Exempt

Qualifications:

1. High school diploma and at least five (5) years' experience (10 or over preferred) directly related to the program teaching area (manufacturing, automation, machining, etc.)
2. Be eligible to obtain a one-year state license based on documented work experience
3. Computer technology skills as necessary for the position
4. Good health, attendance, and high moral character
5. Ability to establish and maintain effective working relationships with teachers, students, parents, fellow employees, and the community
6. Pass BCI and FBI records check and/or other district pre-employment requirements
7. The employee may not be under the influence of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the district

Essential Functions:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
2. Help instill in students the belief in and practice of ethical principles and democratic values
3. Participate in developing the instructional program including writing syllabus, selection of instructional materials, preparation of daily lessons, and evaluations of student progress
4. Develop and administer an effective safety program ensuring the safety and security of the classroom, instructional materials, and instructional equipment
5. Able to develop curriculum for and teach skills and concepts related to:
electrical systems, pneumatic systems, and sensor logic systems
electric motor control systems, variable frequency drive systems, and electrical systems installation
mechanical power and hydraulic systems
programmable controller systems, smart factory systems, and robot systems operations
mechatronics
6. Organize content knowledge for student learning; monitor students' understanding of content; make instructional procedures and learning goals clear; promote critical thinking; use instructional time effectively
7. Use appropriate technology to enhance the teaching and learning process
8. Supervise the record-keeping and grading process for students
9. Develop program budget requests in cooperation with the Assistant Superintendent
10. Maintain annual inventories of supplies and equipment
11. Coordinate an active program advisory committee that represents all aspects of an industry and supports non-traditional membership

12. Assist with career guidance and job placement for students; promote good work habits and attitudes in employer/employee relationships
13. Maintain compliance with Ohio's "Professional Conduct For Educators" standards
14. Perform other duties as requested by district administrators

Working Conditions:

Working conditions may include any of the following:

1. Use of keyboards and exposure to computer screens
2. Use of specialty software including an LMS
3. Use of electrical equipment, hand, and power tools
4. Possible exposure to body fluids
5. Possible exposure to sharp instruments
6. Possible exposure to airborne particles
7. Light physical exertion in moving items, lifting, and reaching