

The United Planning Organization (UPO) is the designated Community Action Agency for Washington, District of Columbia, and has served the residents of the District since 1962. Our **Vision** for the future is “UPO’s Washington: A city of thriving communities and self-sufficient residents”; our **Mission** is “Uniting People with Opportunities.”

**UPO Workforce Institute (WFI) is seeking an energetic and experienced individual to join our dynamic team. The ideal candidate must be a self-starter able to work in a fast paced, ever changing work environment, a team player and able to work independently with minimal supervision. This future employee will be expected to deliver a high level of customer support and service to both internal and external WFI customers. The final candidate will need to have the right complement of skills and personality**

All qualified applicants are encouraged to apply for this position or any other position currently advertised on our website. Please visit us at [www.upo.org](http://www.upo.org) to view all of our vacancies and to learn more about our company and services.

**POSITION:** Electrical Instructor  
**DIVISION/OFFICE:** Workforce Institute Training Division  
**BULLETIN No:** 06082019  
**SALARY RANGE:** Commensurate with Experience  
**OPENING DATE:** August 12, 2019  
**CLOSING DATE:** Open until filled  
**FIRST SOURCE:** N/A

### **MAJOR DUTIES:**

Teach electrical training courses; assist in the creation of course manuals, curriculum including laboratory demonstrations and mock-ups. Identify and maintain inventory. Perform participant evaluations relative to standards established by Department of Education. Remain abreast of and inform Lead Instructor and other staff of new developments in electrical industry by attending training sessions and reviewing relevant and recent publications.

### **BRIEF DESCRIPTION**

Assist Program Assistant in the recruitment of at least 12 students for each cohort during fiscal year. Deliver instruction in the assigned specialty by following the prescribed curriculum. Provide full-charge classroom management including daily attendance, creation of lesson plans, integration of differentiated instruction techniques, presentation and proctoring of assessments, and other typical classroom activities as required. Manage and/ or assist with student field trips when required. Assist in the development of course curriculum including laboratory demonstrations and mock-ups. Perform participant evaluations relative to standards established by Department of Education Remain abreast of and inform Lead Instructor and other staff of new developments in the adult education field by attending training sessions and reviewing relevant and recent publications. Obtain additional professional certifications as required.

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**MINIMUM QUALIFICATIONS:**

Bachelor's degree in Building Trade or equivalent combination of education and training at least three (3) years that qualifies the individual to perform the functions of the job. Excellent working knowledge of MS Office Suite (Word, Excel, Outlook and Power Point).

Ability to effectively use Microsoft Office programs and electronic time keeping program. Possess effective organizational and professional communication skills, both written and verbal. Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds.

**DESIRED QUALIFICATIONS:**

Master's degree in Building Trade. Five (5) years of experience teaching electrical courses and two (2) years of "hands-on" experience in basic construction skills.

**OTHER REQUIREMENTS:**

In the event that an offer is extended, the selected candidate will be required to successfully complete a criminal background check and/or FBI fingerprinting, as well as pre-employment drug screening, as applicable for the position.

**This position IS in the collective bargaining unit of the CWA Union.**

*This is a Safety Sensitive position.*

**To be considered for this position:**

**Submit your cover letter and resume to [upojobs@upo.org](mailto:upojobs@upo.org)**

**or**

**fax your cover letter and resume to  
202/319-3237.**