Position Title: Technical Education Instructor	Reports to**: Dean of Academic Success**
Department: **Technical Education**	FLSA Status: Exempt
Classification: **Regular Full-Time**	Benefit Eligible: **Yes, Full-Time Benefits**
SOC Code**: 25-1194**	Last Updated: 7/22/2016
Location: **Keshena Campus**	Posting Status: 2nd Posting, Open to All
Grant Funded: **Partially Grant Funded**	Application Deadline: November 30, 2026 @4:30 PM

Position Summary: The Technical Education Instructor develops, coordinates, and delivers high-quality career and technical education instruction for students enrolled in College of Menominee Nation (CMN) Technical Education programs. This position provides classroom, laboratory, shop, and hands-on experiential learning opportunities in areas including Welding, Electrical Systems, Sustainable Residential Construction, Computer Numerical Control (CNC) Machining, and Medical Office Technician.

This position supports student recruitment, retention, and completion while fostering a culturally responsive learning environment that integrates Indigenous perspectives, promotes student success, and contributes to the College's mission of serving Native communities through education, workforce development, and sustainable economic growth.

Please note that this position encompasses and acknowledges multiple approaches within the greater field of Technical Education. The College is seeking instructors with experience in these fields, but applicants do not have to be experienced in *all* of the above fields.

Position Responsibilities and Duties:

1. Teaching
    a. Teach up to 15 credits per semester of assigned courses in technical education-related courses in your area of experience.
    b. Develop and deliver workshops related to the Technical Education programs.
3. Administrative
    a. Assist with employer linkage and job placement for technical education programs
    b. Participate in CMN committees, accreditation, and assessment processes.
    c. Other duties as assigned
4. Student Support
    a. Participate in and support student recruitment, advising, and completion.
    b. Develop strategies to increase student retention.
    c. Make referrals to support staff for lack of academic progress, learning difficulties, or other concerns.

5. Risk Management and Compliance

a. Alignment with the Higher Learning Commission accreditation standards.
b. Ensure and monitor class and lab rooms for safety.
c. Abide by all CMN policies and procedures.
d. Promptly report any accidents and/or safety concerns.

6. Strategic Planning

a. Develop/update curricula for assigned courses and community education classes and integrate instruction with current technological tools.
b. Participate in development and coordination of updating curriculum and current industry certifications for technical education programs
c. Participate in the development of and support the college's strategic plans

7. Policy and Procedure Development and Implementation

a. Assist in development, approval, and implementation of academic policies and procedures
b. Assist with program advisory meetings for relationship building and program development

Position Type/Expected Hours of Work:
This is a full-time position. Standard days and hours are dependent on the teaching schedule for the semester

Minimum Qualifications:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions**.**

1. **Education**
    a. REQUIRED - Associate degree, technical diploma, journeyman status, or equivalent industry experience in a related technical field
    b. PREFERRED - Bachelor's degree required

2. **Experience**
    a. Minimum of 3 to 5 years of industry experience in one or more of the following areas: Welding, Electrical Systems, Sustainable Residential Construction, CNC Machining, or Medical Office Technology
    b. Experience in a training or teaching environment

c. Certifications and License-

a. Industry-specific credentials
b. Ability to obtain and maintain certifications required by the College, accrediting bodies, and program-specific industry standards. Ability to secure industry certifications

Specific Skills

a. Ability to mentor
b. Time Management
c. Willingness to learn software and programs

d. Personal Traits

a. Dependability, attendance, and punctuality
b. Communication Skills

c. Customer Service to Students, Staff, Vendors and Contractors
d. Judgment, decision-making, and problem-solving
e. Innovation (Continuous Process Improvement)
f. Attitude, Enthusiasm, Cooperation
g. Managing Change and Adaptability

Supervisory Responsibility:
This position has no supervisory responsibilities.

Physical Demands & Work Environment:
Physical demands are classified as moderate, with heavier lifting, overhead work, hand tools, and power tools; lifting or carrying objects weighing up to 10 pounds; and frequent walking, standing, or sitting most of the time, with some pushing and pulling of arm or leg controls.

Work Environment:
While performing the duties of this job, the employee regularly works in an office, classroom, and lab setting. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-Performs administrative office functions-Occasionally

-Exposure to office/class room environment- Occasionally

-Exposure to shop or maintenance environment - Choose an item.

Tools & Equipment Used: Office equipment including copy, scan, print, and fax machines, computers, calculators, and telephones. Hand and power tools, gauges, pliers, and all others associated with the program's training and maintenance.

		1-33% of time	34-65% of time	67-100% of time			1-33% of time	34-65% of time	66-100% of time
Activity	**Never**	**Occasional**	**Frequent**	**Constant**	**Activity**	**Never**	**Occasional**	**Frequent**	**Constant**
Bend	☐	☐	■	☐	**Lift/Carry**				
Squat/Kneel	☐	☐	■	☐	10 lbs or less	☐	☐	■	☐
Twist/Turn	☐	☐	■	☐	11-20 lbs	☐	☐	■	☐
Climb	☐	☐	■	☐	21-30 lbs	☐	☐	■	☐
Crawl	☐	☐	■	☐	31-50 lbs	☐	☐	☐	☐
Reach	☐	☐	■	☐	51-75 lbs	☐	☐	☐	☐
Handling/Fingering	☐	☐	■	☐	76-100 lbs	☐	☐	☐	☐
Grasping	☐	☐	■	☐	**Push / Pull**				
Repetitive Motion	☐	☐	■	☒	12 lbs or less	☐	■	☐	☐
Stand	☐	☐	■	☐	13-25 lbs	☐	■	☐	☐
Walk	☐	☐	■	☐	26-40 lbs	☐	■	☐	☐
Sit	☐	☐	■	☐	41-70 lbs	☐	☐	☐	☐
Special Activities					71-100 lbs	☐	☐	☐	☐
Hand Control-L&R	☐	■	☐	☐	**Tools**				
Foot Control-L&R	☐	■	☐	☐	Small Hand	☐	☐	■	☐
Type/Keyboard	☐	■	☐	☐	Power	☐	☐	■	☐
	☐	☐	☐	☐	Drivers	☐	☐	■	☐
	☐	☐	☐	☐	Forceful Grip	☐	☐	■	☐

I have read and understand the expectations and physical requirements of this job description.

Print Name: _____ Date: _____

_____

Signature

The above noted job description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the employee a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change so, too, may the essential functions of this position.