



Field Staff Job Description

Position Title: Field Staff

FLSA Status: Full-Time, Exempt

Reports to: iTi Program Administrator > ITI Administrator

Position Overview:

This field staff position will be the principal contact person from the iTi for an assigned number of assignments and tasks. In addition, each field staff member will represent one or more areas of specialty.

Position Responsibilities:

- Development of Instructional Lesson Plans, PowerPoints and other supporting instructional materials.
- Maintain regular contact with any assigned JATCs
- Maintain current profiles on any assigned JATCs
- Survey any assigned JATCs as requested
- Manage day-to-day requests from any assigned JATCs and coordinate with main office
- Assist with delivery of instructor training programs as assigned
- Assist with curriculum development as assigned
- Assist JATCs with implementation of Total Track System as assigned
- Assist Program Administrator with JATC Accreditation as assigned
- Assist with development and conversion of training as assigned
- Assist with teaching courses as assigned
- Assist with the development of contest projects as assigned
- Assist with instruction of ITI Professional Development Courses
- Perform other duties as assigned

Education, Experience and Skills Required:

- High school diploma required; post-secondary education preferred
- Expansive knowledge of the highly diversified industry of sheet metal
- Extensive experience in writing lesson plans and supporting materials including ppts and handouts
- Minimum of 4 years of experience instructing apprentices or journeypersons
- Effective written and oral communication skills
- Has completed all ITI Professional Development Courses (101, 201, 301 and 401)



Other:

- Demonstrate commitment to organization's missions
- Able to work in a team environment
- Takes responsibility for assigned areas
- Maintains effective working relationship with others
- Works efficiently and maintains schedules
- Ability to organize and maintain records
- Ability to travel an average of two weeks per month including weekends
- Knowledge of Classroom Management (Courses, Classes, Testing, etc..) within the TotalTrack System
- Ability to work independently
- This is a full-time position
- Trustees set staff compensation and benefits of ITI, the person holding this position is subject to all applicable policies and procedures of ITI. Nothing in this position description creates a contractual or relationship that is inconsistent with the employment relationship otherwise existing pursuant to those applicable policies and procedures.
- This position description is subject to change from time to time by ITI.

Compensation and Benefits:

Annualized Salary: \$134,984.00

In addition to the annual salary, the following monthly allowances are granted:

- Per Diem: \$1,672.92
- Auto Allowance: \$750.00
- Technology Allowance: \$220.00

These amounts are subject to change at the discretion of the Trustees. ITI also currently provides employer paid fringe benefits including health insurance coverage as well other employer paid fringe benefits.

To Apply:

All interested applicants may submit a cover letter and resume containing their training, work experiences, achievements, and skills; addressed and delivered via email to Kristin Bruck at KBruck@smwnbf.org by 4:00 p.m. EST on Friday, October 1, 2021.