

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Staff Instructor – Continuing Education

POSITION OVERVIEW

Employee is responsible for instruction and development of Continuing Education (CED) courses and working with the CED coordinator for United States Coast Guard (USCG) and Non-USCG approved course development. Candidate must have teaching experience in the maritime industry. Experience with online and blended teaching is preferred. This is a one-year temporary, 40-hour/week, calendar year staff position, weekend and evening work required.

DUTIES

- To teach various and multiple Continuing Education courses as directed.
- To contribute to the development, planning and implementation of a high quality Continuing Education curriculum.
- To work on the development of learning materials and preparation of lesson plans.
- To provide advice and support to students.
- To maintain currency of relevant licensure requirements.
- To maintain an awareness and observation of fire and health and safety regulations.
- Other duties as assigned.

This job description reflects the general duties of the job but is not a detailed description of all duties which may be inherent to the position. The Academy may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements. This position is ineligible for additional remuneration from CED for teaching or course development.

SKILLS

- Teaching and other forms of public presentation.
- Ability to embrace the school's mission;
- Proven record of ability to supervise academic work
- Proven record of ability to manage time and work to strict deadlines.
- Ability to write clearly and tailor communication style to meet the needs of the recipient.
- Ability to work collaboratively.
- Ability to share in organization and management of various CED programs.
- Commitment to high quality teaching and fostering a positive learning environment for students.
- Must be able to maintain confidentiality of student records

- Commitment to MMA's policy of equal opportunity and the ability to work harmoniously with colleagues and students of all genders, cultures and backgrounds.
- Excellent interpersonal, organizational and communication skills are essential.
- Ability to maintain composure in stressful situations.
- High degree of professionalism.
- Demonstrated integrity and ability to maintain confidentiality.
- Demonstrated ability to adapt to changing priorities and conditions.

QUALIFICATIONS

- Bachelor's degree is required.
- Two years of demonstrated record of achievement in teaching and service.
- Qualified Assessor and Train the Trainer certification is required.
- Knowledge of the maritime industry and USCG requirements highly desirable.
- Excellent oral and written communications skills are required, with strong public speaking skills preferred.
- Excellent interpersonal skills are necessary.
- Proficiency with MS-Office suite or similar programs required.
- Proficiency in online or blended teaching is preferred.
- Candidate must be conversing with regulatory rules and requirements in STCW language.

SPECIAL CONDITIONS

- Background check is required
- Must present original copy of transcripts

PHYSICAL/ENVIRONMENTAL FACTORS

- Frequent use of keyboard and computer screen;
- Must be able to work evenings and weekends.
- Must be able to demonstrate use of various types of marine equipment.
- Occasionally lift and move up to 50 pounds.

Position Factor Evaluation

Job Title:	CED Staff Instructor		Job Code:
Wage Grade:	20		Total Points: <u>462</u>

	<u>Factor</u>	<u>Degree</u>	<u>Points</u>
1	Knowledge and Skill	7	252
2	Effort		
	I. Mental and Visual Effort	5	40
	II. Physical Effort	3	30
3	Responsibility for Cost Control	2	16
4	Responsibility for Others		
	I. Injury to Others	3	16
	II. Supervisory Responsibility	1	8
	III. Sensitive Information and Records	4	40
5	Working Conditions	2	20
6	Responsibility for External and Internal Relations	5	40

Date of last reclassification 01/2017