

**MOUNT VERNON SCHOOL DISTRICT**  
**JOB DESCRIPTION**  
**Marine Technology Instructor**

Job #:	120924002
Opening Date:	September 24, 2012
Closing Date:	Open until filled

**School Location:**

**NORTHWEST CAREER & TECHNICAL ACADEMY**  
**Satellite Campus located at Marine Technology Center-Anacortes**

The Northwest Career & Technical Academy is a technical training facility made up of a consortium of six area school districts consisting of: Anacortes, Burlington-Edison, Concrete, La Conner, Mt. Vernon, Sedro-Woolley, and the Skagit Valley College. Students attend the Academy for three periods a day and receive professional level training in a career field of their choice. Students who successfully complete a program will exit with high school as well as college credit, and any licensing or credential that pertains to the professional career they have completed.

**Position reports to:** Executive Director

**Employment Status:** 0.5 FTE – Position begins January 22, 2013

**Salary:** Salary based on Washington State Teacher Leap Salary schedule 2012-2013

**Required Qualifications: Education and/or Experience:**

- Three or more years of recent work experience in marine, or a related field
- Holds or has the ability to obtain a Washington State Career & Technical Education Teaching Certificate, which includes documentation supporting three years of recent gainful employment in marine or a related field beyond the learning period; one year must be within the last six years (additional information available by direct contact with the Academy)
- Willingness to develop industry partnerships
- Willingness to develop and supervise internship sites in the community
- Willingness to teach summer school program offerings for students as deemed necessary by Academy administration
- Willingness to promote the program and recruit for student enrollment
- Willingness to work independently, be highly flexible, and team oriented in a satellite program location

**Preferred:**

- High school teaching experience
- Washington State teaching credential or ability to obtain
- Experience teaching in a marine and/or aerospace related field
- Experience in working with non-traditional learners and various ethnic and socio-economic groups

**Desired Qualifications: Knowledge of:**

- Principals and practices of the marine industry
- Aerospace industry practices considered a plus
- Knowledge of systems electronics, propulsion, composites, machining, assembly
- Promotion of and compliance with current state laws related to worksite and

industry related safety, skills, and professionalism

- Development of curriculum and class syllabus
- Working through/with student/family dynamics
- Computers/technology and related software for record keeping and data management and communication
- Teaming or consulting with other industry professionals, teachers, and support staff
- Interactive learning software and other forms of technology

**Ability to:**

- Communicate effectively both verbally and in writing
- Provide technical leadership
- Organize and set priorities
- Work effectively under pressure and meet deadlines
- Work independently with minimal supervision
- Maintain a safe, clean and functional work environment
- Exercise good judgment and maintain confidentiality
- Demonstrate proficiency in written and oral communication skills
- Effective interpersonal skills/human relations, which demonstrate sensitivity to the needs and concerns of others
- Ability to successfully participate in team planning, programming, and organizational activities

**Licenses, Certificates,  
Special Requirements:**

- Hold a current Washington State Career & Technical Education Teaching Certification  
OR- ability to obtain one with appropriate endorsements
- Fingerprints (successful WSP and FBI clearance)
- Evidence of current First Aid/CPR card or a written statement indicating a willingness to become current as training is provided by the district.

**Duties and Responsibilities:**

This list of duties and responsibilities is not exhaustive and may be supplemented as necessary:

- Primarily responsible for the development, implementation and ongoing improvement of the program
- Work collaboratively with industry contacts to ensure appropriate program growth and compliance with Washington State standards for the marine and aerospace trades
- Work collaboratively with area businesses and industries to ensure maximum access for student internships and job shadows placements
- Provide training necessary to guide students toward successful completion of the program and corresponding certifications
- Work cooperatively with the administration, administrative staff, counselors, faculty, attendance office personnel, students, and parents in creating a positive school climate with the major emphasis on school attendance, discipline and safety
- Responsible for Program Competencies, Credit Equivalency and Articulation Agreements
- Responsible for review and update of policies and procedures which pertain to the program
- Responsible for obtaining and maintaining professional certification for Washington Teaching Credential, and CPR First Aid
- Responsible for assisting Academy staff with First Aid/CPR train the trainer
- Responsible for program approval/re-approval process through OSPI

- Responsible for compliance in managing the program budget in collaboration with the Executive Director
- Manage student attendance and discipline in compliance with Academy protocol
- Provide individual consultation and contact with students and/or parents as needed and/or directed
- Participate in staff meetings, professional development, instructional methods, program/curriculum issues, professional growth plans, and Advisory Committees
- Curriculum and instructional development methods, assessment, and support
- Provide academic and employment and post-secondary advising for students
- Must be able to perform the essential functions of the job with or without reasonable accommodation
- Participate in other duties as assigned by the Executive Director of the Academy

**Working Conditions:**

Satellite location requires highly independent, flexible and physically and mentally demanding tasks. Worksite safety in all lab and classroom related activities are paramount. Office and lab environments require concentration on detail, accuracy, dexterity, and precisions; experiences frequent interruptions. Required to deal with angry or distraught individuals. Daily prolonged exposure to visual display terminal.

**How to Apply:**



1. Complete the **Mount Vernon School District's** online application process: [www.mountvernonschools.us](http://www.mountvernonschools.us) (click on **Employment** under the toolbar). Make sure to include all required documentation:
2. Letter of application addressing qualifications, responsibilities and primary working relationships
3. Resumé of professional education, experiences, and references
4. Three letters of recommendation
5. University transcripts (Unofficial transcripts acceptable)
6. Photocopy of Washington State CTE Teacher Certificate
7. Receipt of 3 confidential reference forms (see district website for downloadable form)

Address all application materials to:  
David Anderson, Assistant Superintendent

**Selection Process:**

Screening of completed application files will be conducted ongoing until sufficient number of qualified applicants. Applications will be screened and candidates selected will be notified of interview and testing appointments, if applicable.

The Mount Vernon School District #320 complies with all state and federal rules and regulations and does not discriminate on the basis of age, religion, sex, marital status, sexual orientation, race, creed, color, national origin, honorably discharged veteran or military status, the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups. We will take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities, including those specific to career and technical education programming. Inquiries regarding compliance and/or grievance procedures may be directed to the Mount Vernon Title IX/RCW 28A.640 and Affirmative Action Officer, Mount Vernon School District 360 428-6110.

Mount Vernon School District is a drug, alcohol, and tobacco-free workplace  
Mount Vernon School District is an Equal Opportunity Employer