



Everblue Building Performance Institute/Weatherization Instructor

Hybrid · Baltimore, Maryland, United States · Contract

OVERVIEW APPLICATION

Description

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Fast growing, bootstrapped, and family owned. Our mission is to create a world where continuous growth and lifelong learning empowers careers, success, and a better life.

Everblue Training offers professional development and career enhancing certifications.

Instructors are required to professionally serve as a representative of the organization to all students and vendors with whom the instructor comes into contact. The instructor is responsible for delivering quality instruction to achieve course learning objectives as outlined in the course syllabus. The instructor will adhere to the course materials provided, utilizing professional experience and expertise to supplement content and exemplify concepts. The instructor will create an inclusive learning environment that respects all learners and will exhibit responsiveness to student inquiries. The instructor will participate in curriculum review by providing feedback and will relay student comments and concerns to the organization for purposes of continuous improvement.

We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

Requirements

Scope of Responsibility

- This role, as currently configured, does not lead or supervise any employees. It is possible that in the future, the instructor may be required to lead and supervise employees. Instructor will be responsible for class sizes ranging from 6-20 students.

Work Environment

- This position is for a local instructor in the Baltimore Metro Area but other positions available.
- Travel Required - Instructor must be able and willing to travel to instructional location whether local or outside of area if required. Travel expenses reimbursable.
- Classroom/Field/Online Formats - Primary format is live, in-person instruction at the Charlotte Training Facility
- May be required to lift up to 50lbs on an infrequent basis
- Will be required to setup and close down training facility at beginning and end of training
- Reports to the Operations Director

Principal Duties & Responsibilities

Instruction

- Teach all assigned courses in accordance with established schedule, timeframes, locations and platforms
- Inspect on-site learning environments to ensure safety for all students
- Adequately prepare to deliver instruction. Note: preparation time will vary based on instructor experience and expertise in the course content
- Coordinate directly with students before training events to confirm schedule and preparation activities completed.
- Adhere to course outline to ensure achievement of course learning objectives
- Establish student expectations for the course through reference to course learning objectives
- Create a context for the course materials by providing interesting and relevant examples
- Appropriately challenge, engage and communicate with students to encourage their participation and learning
- Track and document student attendance

- Proctor written and field exams both remotely, and in person; submit results to credentialing body
- Track and submit expense report at the end of training event
- Adhere to organization's standards for testing protocols
- Fairly assess and document student learning outcomes
- Respond to student questions on a timely basis; refer questions to the organization as needed
- Ensure course and program learning outcomes are achieved as defined by the syllabus

Leadership

- Respond to customer service issues; when necessary, relay issues to the organization for resolution
- Conduct end-of-course surveys to collect student feedback
- Provide feedback to the organization on content, instructional materials and course venues
- Adhere to the intellectual property rights of the organization by not utilizing, repurposing or distributing course content beyond the originally intended purpose

Development

- Provided required documentation regarding professional expertise and/or certification to the organization
- Engage in professional development as required to maintain licensure and/or certification
- Supervise and manage curriculum development as required

Qualifications

Education & Experience: Minimum

- Able to communicate technical/complex topics
- Public speaking skills

- Possess appropriate industry experience/expertise based on profession and applicable accreditation requirements
- No previous teaching experience required, but valuable
- Appropriate secondary education degree in Environmental Studies, Construction Management, Engineering, or similar field of study not required but preferred

Knowledge, Skills, Abilities, and Competencies

- Content Expertise
- Written and Verbal Communication Skills; Natural Ability to Coach and Mentor

Benefits

- Contracted position
- Travel opportunities across the United States
- Daily Rate per Training Day \$500.00
- Hourly pay rate for curriculum development
- Proctoring pay per exam
- Travel Expenses reimbursed
- Credential Maintenance Fees reimbursed
- Access to Everblue's Training Catalog

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