

Toledo Electrical Joint Apprenticeship and Training Committee



803 Lime City Road • Rossford, Ohio 43460 • (419) 666-8088 • FAX (419) 666-0336

May 24th, 2023

To All Interested Parties:

The Toledo Electrical Joint Apprenticeship and Training Committee (TEJATC) is currently seeking applicants for one full time apprenticeship instructor opening for the 23/24 academic year. This position will be managed by the Training Director and Assistant Training Director with oversight by the TEJATC Board of Trustees, which consists of four contractors from the Ohio/Michigan Chapter of NECA and four IBEW Local 8 members.

The duties of the instructor include but are not limited to:

1. The instructor will be trained to develop lesson plans, navigate the ETA's web based blended learning and computer mediated learning processes, organize and document all class test scores, homework, and other classroom activities. The position will teach first through fifth year apprentices the TEAJTC approved curriculum.
2. The instructor will be teaching apprentice classes during the day during the school year and possible journeyman continued education at night and periodically on Saturdays. This position requires a very flexible schedule including work on weekends and in the evening as required.
3. The instructor will be required to revise lesson plans based off ETA curriculum, rebuild classroom teaching processes, develop and/or revise hands on labs and review the ETA syllabus for each upcoming school year.
4. The instructor must be able to communicate effectively and demonstrate the necessary math and algebra required by the industry and more specifically AC & DC theory.

Applicants must possess but are not limited to a minimum of the following:

1. Must hold City of Toledo Journeyman license, State of Michigan Journeyman license, State of Ohio fire alarm license, and must be an IBEW member in good standing.
2. Must have three years of direct electrical experience as a Journeyman or technician with supervisory and/or instructional experience preferred.
3. Possess the capability to maintain an organized and clean classroom and workspace.
4. The ability to communicate effectively to multiple levels of apprentices.
5. The ability to meet goals and timetables.
6. Must be able to demonstrate competence to take direction and counsel from JATC management and other JATC staff members.
7. Strong self-management skills.
8. The ability to demonstrate patience in explaining difficult concepts.
9. Must be able to demonstrate basic computer skills (Microsoft Office) and navigate ETA online LMS.
10. Must be willing to travel to attend required training.

Toledo Electrical Joint Apprenticeship and Training Committee



803 Lime City Road • Rossford, Ohio 43460 • (419) 666-8088 • FAX (419) 666-0336

11. Must demonstrate the ability to set and operate computer driven projection equipment, research internet for updated classroom reference materials, and utilize lab-based teaching aids.
12. The instructor must be able to demonstrate the ability to work in changing classroom environments and to be able to work “outside the box” with changing conditions. (IE classroom internet goes down)
13. Annual NTI attendance will be mandatory until the instructor completes the four-year certification process.

The selected applicant must pass a pre-employment drug screen and background check.

Interested applicants should submit a cover letter and resume no later than June 9th, 2023. The application package can be sent via email to: toledojatc@tejatc.org