



Onsite Instructional Coordinator

The **Onsite Instructional Coordinator** is responsible for supporting and improving the overall quality and effectiveness of the Construction Immersion program. The role will involve collaborating with the AGC Maine team, supporting the student experience and carrying out the coordination, and enhancement of our educational program.

Key Responsibilities

1. Curriculum Execution:

- Preparation and delivery of NCCER Core instruction and testing with support of AGC Maine Team
- Create and organize educational resources, including lesson plans to enhance the learning experience specific NCCER Core.

2. Instructional Support:

- Provide guidance and support to instructors of OSHA 10 and First Aid & CPR training
- Provide guidance and support for contractors as they conduct the meaningful hands-on experience portions of the curriculum.
- Offer strategies and support to enhance student engagement in these activities.

3. Program Organization:

- Maintain a daily record of student attendance.
- Report any student related issues or concerns to program supervisors.
- Maintain a clean and organized learning environment.
- Assist with coordination of schedules, site visits, program transportation, etc.

4. Collaboration:

- Collaborate with program host location, program coordinators, and other staff members to ensure the success of the program.
- Participate in program development discussions and provide feedback for improvement.

Qualifications and Characteristics

- Bachelor's Degree in Education or a related field.
- Proven experience in instructional coordination and curriculum delivery.
- Strong interest in and knowledge of various trade disciplines.
- Familiar with technologies and their application in the classroom (online testing, etc)
- Excellent communication and interpersonal skills.
- Strong attention to detail and safety awareness.



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- Ability to work collaboratively and provide leadership within an educational team.
- Organized, detail-oriented and able to manage multiple tasks simultaneously.

Compensation

This role is classified as a temporary stipend position and will be paid through the hiring program host. The duration of this program and position is approximately 21 days plus preparation and closeout.

The stipend offered for this role is \$6000.

Additional education benefit of \$500 will also be paid at the completion of NCCER certification for those who need to acquire this certificate.



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