



POSITION DESCRIPTION

JOB TITLE: Building Trades Instructor

DATE: 2026-2027

DEPARTMENT: Career and Technical Education (CTE)

SALARY RANGE: \$51,000 - \$80,000

REPORTS TO: Director of Career and Technical Education

JOB SUMMARY:

The Building Trades program at St. Johnsbury Academy aims to expose students to the wide range of skills and experience applicable to construction projects including carpentry, architecture and design, aspects of other trades (heating and plumbing, HVAC, electricity), and business management. The integrated building trades instructor will demonstrate - through hands-on training and classroom instruction - proper technique, safety and detail which are essential skills of successful professionals in building trades and technology. The Building Trades Instructor will teach high school students through class demonstrations, lecture, audio visual aids hands-on and job site training.

MAJOR RESPONSIBILITIES AND ACTIVITIES:

- Teach in a variety of areas including safety standards, residential and commercial construction techniques including; floor, ceiling, roof and wall framing (interior and exterior), stair layout, design and construction, doors, windows, construction tools, safety, building layout, blueprint reading, and basic furniture and cabinet design and construction. Instructors teach both classroom and hands on courses to a wide range of student backgrounds.
- Prepare and deliver syllabi for course curriculum.
- Coordinate and supervise work-based learning projects within the Academy campus or in the larger community.
- Develop industry partnerships and collaborate with partners regarding program initiatives and training methodologies.
- Monitor, grade, and evaluate students' progress.
- Maintain appropriate student assessments and records and submit timely progress reports and grades.
- Assist in program recruitment and development.
- Demonstrate SJA's core values of excellence, safety, integrity, and service to empower and prepare students to enter and succeed in technical career fields.
- Support student life at the Academy in advising, extra-curricular activities, and participation in school traditions and events.
- Perform other duties as assigned.

REQUIRED SKILLS AND ABILITIES:

- Must possess a high degree of knowledge in carpentry and general building construction.
- Must have knowledge and experience with current building technologies, codes, and practices.
- Must possess the organizational and communication skills necessary to be an effective teacher
- Computer skills (i.e., Microsoft Office applications, email, etc.).
- Indication of willingness to establish and maintain positive working relationships with students, faculty, staff, and community business/industry partners.

- Strong coaching skills and the determination to teach, inspire and lead future trades professionals are essential.
- Excellent human relations skills, and ability to serve as a mentor and role model for students.

EDUCATION/EXPERIENCE:

- Vermont Teaching License preferred, or willingness to pursue and obtain licensure.
- Bachelor's Degree preferred, or 6 plus years of equivalent construction trades experience.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to use shop and carpentry tools, telephone, computer, tablet or other learning device; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom or office levels, and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, and on the telephone; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, stoop, sit on the floor, climb stairs, walk and reach overhead.

WORKING ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties are normally performed in a school CTE shop or classroom. The CTE instructor may occasionally work in outside weather conditions and be exposed to wet and/or humid conditions, temperature fluctuations, fumes or airborne particles, chemicals commonly used in instruction and /or cleaning. It may be expected that the individual could be exposed to blood or other potentially infectious materials during the course of their duties. The teacher may be exposed to infectious disease as carried by students. Proper training in safety and personal protective equipment will be provided by the school.

The noise level in the work environment is moderate to loud on occasion.

BACKGROUND CHECK AND FINGERPRINTING

The Academy conducts criminal record checks on all candidates. We reserve the right to investigate fully any criminal or motor vehicle offense prior to consideration for employment. Job offer is contingent upon satisfactory maintenance or completion of our background and Child Abuse Registry reporting, and acceptance of our Sexual Harassment Policy.

I acknowledge that I have read and understand the above position description in its entirety, and I am capable of performing all of the stated requirements and essential functions as outlined. If I have any questions about the duties and responsibilities that I am asked to perform, I should discuss them with my immediate Manager, Department Chair or Human Resources Director.

I have discussed any questions that I may have had about this position description prior to signing this form.

Employee Signature

Date