

Position: Welding Instructor

Job Type: Part-time, Per Diem, Grant Funded Contractual

Pay: \$63.88 per hour

Hours: 6:00PM -9:00PM

Expected hours: 3.0 hours as needed per week

The BCSO is seeking a candidate for a Per Diem Vocational Instructor. The candidate will be responsible for filling in for the Welding Instructor during times of absence to deliver instruction and hands on practicum to inmates.

The candidate may be an internal candidate. This position would be unrelated to staff's current position at the BCSO and cannot impact or overlap with the candidates current role at the BCSO (Paid through HR/CMS) while the contractual work is scheduled for evening hours.

Interested internal candidates shall be required to ensure there is no conflict of interest and/or e any state ethics violations associated with accepting a grant-funded contractual position at BCSO. The state Ethics commission contact is:

Rose M. Costa, Special Assistant to Administration & SFI

State Ethics Commission

One Ashburton Place, Room 619

Boston, MA 02108

Phone: (617) 371-9522

Email: Rose.Costa@mass.gov

<http://www.mass.gov/ethics>

Responsibilities and Duties;

Provide 3.0 hours of Instruction to students during evening hours using an approved curriculum and various teaching methods such as lecture, discussion, and demonstration.

Follow the curriculum lesson plan for each course date to ensure all learning objectives are covered in each class.

Maintain a safe and supportive learning environment, including managing classroom behavior and promoting a positive attitude towards learning

Stay current with industry trends and advancements to incorporate into teaching and curriculum development

Provide hands-on training in various welding techniques and processes (e.g., MIG, TIG, Stick)

Maintain and supervise the use of welding equipment and tools

Maintain accurate and complete student records as required by BCSO Policy.

Attend staff meetings as required.

Qualifications & Skills

Preferred:

- Minimum 3 years' experience in the Welding Field
- Ability to use common software programs (MS Word/Excel/Outlook etc.)
- Excellent verbal and written communication skills

1.	Title Per diem Welding Instructor	Agency Sheriff's Office
2.	Agency Code Contractual	Salary Grade Date Prepared 05/2/2025
3.	General statement of duties and responsibilities: This individual will serves as an assistant to the Vocational Welding Instructor . The primary role is to provide welding training to inmates that will provide them with the skills to obtain gainful employment after incarceration. The per diem welding instructor will facilitate student learning utilizing an approved curriculum and lesson plans under the guidance of the Director of Vocational Programs and Vocational Welding Instructor	
4.	Supervision received: Director of Vocational Programs	
5.	Supervision exercised: None	

Duties and Responsibilities:

Provide Instruction to students during evening hours using an approved curriculum and various teaching methods such as lecture, discussion, and demonstration.

Follow the curriculum lesson plan for each course date to ensure all learning objectives are covered in each class.

Maintain a safe and supportive learning environment, including managing classroom behavior and promoting a positive attitude towards learning

Stay current with industry trends and advancements to incorporate into teaching and curriculum development

Provide hands-on training in various welding techniques and processes (e.g., MIG, TIG, Stick)

Maintain and supervise the use of welding equipment and tools

Assist with ordering and inventorying materials and tools

Maintain accurate and complete student records as required by BCSO Policy.

Attend staff meetings as required.