

Construction Test Prep Program

Math, Mechanical and Spatial Reasoning for the Union Trades

There is a high need for new people to join the union construction trades (electricians, plumbers, fitters, etc). The process to get into these trades is very competitive and requires a candidate to pass a math, mechanical and reading exam. Currently, only 5 - 10% of the labor pool passes these rigorous exams, consisting of math, mechanical aptitude, and an interview. To address this challenge, we plan to offer this Test Prep Course to ensure that students are adequately prepared to pass these exams and enter union trades.

Test Preparation Teacher

Job Summary

Responsible for teaching remedial math (4th-8th grade) and mechanical aptitude skills to students with varying academic levels. Develop relationships with students, through in person and email follow up to ensure students are aware of trade openings and application requirements. Work collaboratively with Construction Trades Workforce Initiative to understand the curriculum and deliver the materials using best teaching practices to prepare students to take and pass the math, mechanical and oral exam for the construction trades, and to understand the union trades and their unique entrance requirements.

Requirements

Bachelor's Degree

Must be certified to teach Adult Education subjects (*Designated Subjects: Adult Education Teaching Credential-ESBS OR Multiple-Subject Credential that includes Mathematics OR Single Subject Credential - Math, or an equivalent credential).

Proficiency in English required

Preferred: Experience teaching adult education and math courses preferred. An advocate of organized union labor.

Primary responsibilities

- a. Coordinate the test prep class and provide the majority of instruction using CTWI test prep curriculum
- b. Create supplemental worksheets/lessons outside of the textbook
- c. Provide academic support to program participants
- d. Ensure participants get an in-depth overview of a variety of different building trades.
- e. Monitor, track, and report all outputs and outcome data.
- f. Engage in regular communication with CTWI regarding

- i. placement plans and status updates on apprenticeship applications.
- ii. scheduling guest lecturers from the trades to speak to program participants
- iii. organizing tours of the union halls
- iv. coordinating mock oral interview preparation classes
- g. Regularly follow up with students regarding attendance, application, testing dates and acceptance into program
- h. Monitor student progress, report outcomes, and refer students for additional support when needed
- i. Assist Program Coordinators with tracking placements/data of students in union apprenticeships
- j. Keep attendance and achievement records and submit all required paperwork in a timely manner

Class Schedule

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| Tuesdays and Thursdays | 6:00-8:30pm | August 24 | July 15, 2022 | In-Person | San Mateo Adult & Career Education |
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