

**Painters District Council No. 30**  
**North Central Illinois Finishing Trades Institute**  
**Full- and Part-Time Instructor Opportunities**

The Painters District Council No. 30 North Central Illinois Finishing Trades Institute (NCIFTI) seeks seasoned craftspersons for **both full- and part-time instructor positions** to develop and deliver curriculum in multiple finishing industries, including health & safety specializations. Position starting dates are negotiable but generally planned for October/November, 2024.

**Painters District Council No. 30**

Members of Painters District Council No. 30 (PDC 30) are construction craftspersons who work in the finishing trades as either apprentices or journey workers represented by PDC 30, one of 30 District Councils of the International Union of Painters and Allied Trades (IUPAT). They are painters and decorators, industrial painters, drywall finishers, and glaziers. PDC 30 covers a territory made up of 29 counties in Northern and Central Illinois, as well as 3 counties in Wisconsin. Included in the jurisdiction are the large municipalities of Aurora, Elgin, Rockford, and Peoria. The Council is made up of 9 local unions and belongs to the American Federation of Labor and Congress of Industrial Organizations, or AFL-CIO (national and state chapter). PDC 30 is a progressive union dedicated to thoughtful advocacy in partnership with, and on behalf of, its signatory contractors and members. PDC 30's central goal is increasing the value and frequency of industry work. This is accomplished through state-of-the-art craftperson safety and skills training, industry-focused political action, aggressive market sector monitoring and job action, diligent joint management of health and pension funds, and implementing profitable growth strategies.

**Painters District Council No. 30 NCIFTI**

The PDC 30 NCIFTI is an apprenticeship and training program registered with the U.S. Department of Labor (DOL) and accredited by the Council on Occupational Education (COE). The program is a time-based apprenticeship program that provides a Certificate of Completion and journey worker status following generally a 3-year apprenticeship. As with most organized apprenticeship programs (union programs), the apprenticeship involves on-the-job training and related instruction in accordance with U.S. DOL-approved Standards of Apprenticeship. The program is administered by a Board of Trustees with equal representation from management and labor, and a full-time Director of Training. The program offers four programs of study – painting and decorating, industrial painting, drywall finishing, and glazing – and has been expanding health & safety and journey worker upgrade offerings (in terms of both frequency and location) and pre-apprenticeship programming.

The NCIFTI's Aurora-based facility consists of 48,000 square feet of training space, with seven dedicated classrooms, including a large lecture hall, multiple open-bay training spaces for simulated job settings, two large spray booths, and an abrasive blasting booth. The NCIFTI provides instruction for PDC 30's Safety Training Awards Recognition program, or "STARs," and a regular, year-round schedule of journey worker upgrade curriculum. The NCIFTI is also very proud of its tradition of public service and community engagement, which includes commitments to a variety of volunteer off-site construction projects. Currently, the NCIFTI has a full-time Director, several full-time instructors, and a full-time administrative assistant.

**Job Responsibilities**

- Prepare and deliver effective and relevant instruction particular to ones specialized area.

- Document and submit training records for accurate and timely transcripts and certification (attendance, grades, progress, etc.).
- Work in partnership with instructors associated with the International Union of Painters and Allied Trades' Finishing Trades Institute, material manufacturers, and third-party training and certification agencies to develop and deliver curriculum.
- Continuously monitor industry innovations, research and develop training materials accordingly, and develop curriculum and course materials to meet the emerging demands of the finishing industry.
- Regularly update health & safety curriculum to comply with evolving standards and regulations.
- Communicate effectively with training participants, organizational staff, signatory employers, industry manufacturers, and others as necessary to ensure proper presentation of information to training participants.
- Work in partnership with the Director of Training to establish training schedules; manage the scheduling of instruction; establish and maintain curriculum and lesson plans for each program of study; research relevant standards, regulations, certifications, technologies, etc.; perform evaluations for apprentice applicants applying for advanced placement in the program; establish annual schedule for health & safety training associated with STARs program and journey worker upgrade training; communicate/promote all training opportunities; coordinate leadership and development activities including off-premise community service projects; and maintain inventory of training materials, supplies, and equipment.
- Assist the Director of Training in the development and maintenance of the PDC 30 NCIFTI Standards of Apprenticeship; internal/program rules and requirements governing the policies, administration, and supervision and training of apprentices; monitoring systems concerning apprentice activities, hours, content and progress of training, wage progressions, disciplinary actions, corrective action plans, successful program completions, cancellations, and any other performance or attendance-related issues; recruitment and promotion of apprenticeship opportunities; administration of selection procedures; coordination of apprentice graduation activities; maintenance of office procedures to conduct day-to-day operations and the training facility and equipment; promotion of special programming; and identification of opportunities and goodwill engagements that enrich the staff and provide identified needs within the community served by the NCIFTI.
- Attend and potentially lead Occupational Advisory Committee meetings associated with specialized area and support the program review and accreditation process.
- Full-time instructors are expected to fully participate in organizational-wide strategic initiatives suited to their specialized area and interests.

**Requirements:**

- High School diploma or equivalency
- Possess a valid driver's license
- For full-time instructor applicants, 5 or more years of verifiable work experience in the finishing industry

**Preferred (relevant but not required) Qualifications:**

- Certificate of Completion of IUPAT-sponsored apprenticeship program
- Program of continuing industry education, including journey worker upgrade and certifications related to specialized area
- Associates/Bachelors degree relevant to education or the construction industry
- Demonstrated leadership capacity within a construction environment (long-term placement within same company, supervisory roles, participation in complex large projects, etc.)

- Successful completion of training and certifications related to specialized area (for example, AMPP, AGMT, LMCI/IUPAT curriculum, OSHA, First Aid/CPR)
- At least 3 years working as a foreperson, supervisor, and/or in quality control, inspection, estimating, project management, or other business-side role
- Previous experience teaching in an education setting and/or experience with training employees within the finishing industry
- Competent and comfortable working with informational technology, including common office hardware and software used to create, store, transmit, and display information, including instructional media (example: PowerPoint)
- Ability to speak fluently, listen, and write in Spanish
- Experience addressing complex workplace ethical dilemmas associated with education, training, construction process, professional relationships, employment, and/or business practices

### **Probationary Period and Compensation**

New instructors, both full- and part-time, are typically hired on a three-year probationary period as “Associate Instructors” and are retained as “Instructor” at the end of the probationary period at the discretion of the NCIFTI Board of Trustees. Part-time instructors hired to conduct an occasionally scheduled training session based on their particular skill area and/or expertise may also be hired as an “Assistant Instructor.” The NCIFTI will work closely with all part-time instructors to determine their career objectives and professional development pathways. Compensation for Associate Instructors is determined in accordance with the PDC 30 NCIFTI Employee Handbook and prior industry experience. Compensation for all instructors is typically determined in accordance with the wage rates established in the current collective bargaining agreement for journey workers affiliated with one of the District Council’s local unions at the foreperson scale, including, if applicable (existing PDC 30 active members), contributions to PDC 30’s health plan and applicable pension and 401(k) plans. Full-time instructors can expect to become eligible for coverage under PDC 30’s health plan beginning on their start date.

### **Hiring Process**

#### **Review of applications begins on September 16, 2024, and continues until positions are filled.**

Applicants will be able to indicate their interest in both the full-time and part-time opportunities on one application, or they may select only full- or part-time opportunities. A search committee will select candidates for a phone interview. Because the NCIFTI is seeking to hire several instructors, applicants not selected to be among those initially interviewed may be informed that their applications will be retained for future opportunities. “Finalists” will be selected for available full- and part-time positions based on the specialized areas and fit of the applicants to the evolving needs of the program. Interviews will be scheduled to accommodate candidates’ work schedules. Finalist interviews are likely to involve a meal meeting, followed by a scheduled half day on-site meeting involving a tour of the facilities, a series of brief interviews with select PDC 30/NCIFTI leaders, a 30 minute presentation in which the candidate will teach before an audience (topic will be related to specialized area, coordinated with the Director of Training), and an interview with the search committee. Following the on-site interviews, the Director of Training will rank the candidates and make hiring recommendations. Once positions are accepted and the Board of Trustees has approved hires, the remaining candidates will receive notification that they were not selected.

### **Nondiscrimination Policy**

In accordance with federal, state, and local law, the NCIFTI is an equal opportunity employer and does not discriminate against any person because of or on account of race, creed, color, national origin, sex (including sexual harassment), age, disability, marital status, pregnancy, sexual orientation (which

includes gender-related identity), citizenship status (born or naturalized U.S. citizen, U.S. national, or documented immigrant), work authorization status (the specific status or term of status that accompanies a legal work authorization), unfavorable military discharge, language (any language use not related to job duties), and arrest record (criminal history ordered expunged, sealed, or impounded).

### **How to Apply**

To be considered for the position, applicants must complete a position questionnaire that can be found at: <https://pdc30.com/blog/instructors2024>. Applicants are encouraged to submit a resume as well. The completed and submitted position questionnaire will constitute application (the questionnaire will require thoughtful responses; applicants are encouraged to take some time to complete the application carefully). Applicants should submit applications by attaching their application/questionnaire and any additional documents (such as a resume) to an email sent to: [vperez@ncifti.edu](mailto:vperez@ncifti.edu). Applicants should receive an email confirming receipt of the application once the NCIFTI confirms it has retrieved and printed the questionnaire. If, within two days of submission, applicants have not received an email confirming receipt of the application, they should contact the NCIFTI at 630-966-1451. Questions regarding the position should be sent to [slefaiver@ncifti.edu](mailto:slefaiver@ncifti.edu).