

HVAC INSTRUCTOR – OTTAWA

Reports to: Dean of Outreach and Workforce Development

Classification: Instructor, 9-month position

Fringe Benefits per PEA Negotiated Agreement

Salary Range: Instructor Scale

Revised: October 2020

The position reports to the Dean of Outreach and Workforce Development and is responsible for providing effective classroom instruction resulting in HVAC certification and achievement of industry standards.

Duties include, but are not limited to:

Essential Functions

1. Provide premiere quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.

Duties and Responsibilities

1. Meet all classes as scheduled;
2. Participate actively in the student-advising program;
3. Participate in all in-service educational programs designed for professional growth;
4. Post and hold regular office hours for student consultation;
5. Serve as faculty representative on various institutional committees;
6. Spend a minimum of 35 hours per week at the designated facility;
7. Maintain course grades, attendance, and other required course documentation on InsideNC;
8. Complete outcomes assessment;
9. Articulate high school, community college and university curricula into cohesive 2+2+2 opportunities for students;
10. Collaborate with industry serving as the liaison between high school and college personnel;
11. Work with the program advisory council;
12. Perform other duties as assigned by the dean of outreach and workforce development with the approval of the vice president of student learning.

Required Knowledge and Abilities

1. Experience working with high school and college-age populations preferred;
2. Excellent communication and supervision skills required;
3. Flexibility required;
4. The ability to implement this vocational program in partnership with a local school district and community college is a must.

Education and Experience

- Master's degree preferred;
- Bachelor's degree in industrial technology – related field, or specialty certification required;
- Practical HVAC experience required; teaching experience preferred

Working Conditions

The job includes both classroom and lab environments. The classroom is heated and air conditioned, the lab is heated with large fans and double doors for cooling. Although travel is minimal, the ability to drive and means of transportation are necessary.

Application:

Please submit a letter of application, resume with names and phones numbers of five references unofficial transcripts, and employment application to:

Human Resources Director, HVAC Instructor - Ottawa, Neosho County Community College, 800 West 14th Street, Chanute, KS 66720 or Email to hr@neosho.edu. Employment application available at www.neosho.edu/careers.aspx.

Review of applications begins upon receipt.

NCCC is an EOE/AA employer

Non-Discrimination

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>