

## 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: January 2023

The position reports to the Dean of Outreach and Workforce Development and is responsible for providing effective classroom and laboratory instruction resulting in NCCER 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, minimum 30 credit hours per academic year;
2. Participate actively in the student-advising program;
3. Along with fellow instructors in the discipline create, improve, and manage course content and curriculum including, but not limited to, syllabi and course textbooks;
4. Participate in all in-service educational programs designed for professional growth;
5. Post and hold regular office hours for student consultation;
6. Serve as faculty representative on various institutional committees;
7. Spend a minimum of 35 hours per week at the designated facility;
8. Maintain course grades, attendance, and other required course documentation on myNeosho;
9. Fully utilize NCCC's Student Learning Outcome Assessment System at the course, program, and general education level and at the co-curricular level where appropriate;
10. Complete outcomes assessments on time every time;
11. Complete certification rosters and final grade reports on time every time;
12. Articulate high school, community college and university curricula into cohesive 2+2+2 opportunities for students;
13. Collaborate with industry serving as the liaison between high school and college personnel;
14. Grow enrollment in the program by participating in recruiting opportunities;
15. Work with the program advisory council and hold two advisory meetings per year; and
16. 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 grow this vocational program

### Education and Experience

- Master's degree preferred
- Bachelor's degree in industrial technology – related field, or specialty certification required

- Practical experience required
- Teaching experience preferred

**Working Conditions**

The job includes both classroom and lab environments. The classroom and lab are heated and air conditioned. 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 phone numbers of five references unofficial transcripts, and employment application to:

Human Resources Director, HVAC Instructor, Neosho County Community College, 800 West 14th Street, Chanute, KS 66720 or email to [hr@neosho.edu](mailto:hr@neosho.edu). Employment application available at <https://www.neosho.edu/careers>.

Review of applications begins upon receipt.

**NCCC is an EOE/AA employeNon-Discrimination**

The current non-discrimination policy can be found at:

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