



JOB DESCRIPTION

JOB TITLE: HVAC Instructor / Program Director	FLSA: Exempt
Department:	Date Revised: 3/23/2012
Dept Code: Acct Code:	Grade: Faculty
Reports To: Dean of Technical and Professional Education	

Job Summary:

The HVAC Instructor / Program Director reports directly to the Dean of Technical and Professional Education and indirectly to the Vice President of Instruction. He/she has specific responsibility for the operation of the technical and/or occupational program(s), included but not limited to the content, quality, and the effectiveness of the curriculum within the program area, recruiting, and advisement within and for the program. The position requires both teaching and administrative duties, and serves as an important link between the faculty and the Dean. The HVAC Instructor / Program Director are appointed on a year-to-year basis, and the duties of the HVAC Instructor / Program Director are performed on a 12 month basis.

Essential Functions:

- Assists with budget preparation and monitors budget balances;
- Prepares, signs, and submits departmental purchases and requests with the appropriate information and account numbers to the appropriate supervisor;
- Assists with schedule development and resolves course conflicts with other departments;
- Assists the Dean with the evaluation of faculty, as appropriate;
- Monitors and mentors departmental Adjunct faculty;
- Evaluates departmental adjunct faculty following College procedures;
- Ensures that Final Exams are conducted according to the announced schedule;
- Ensures that all final grades are submitted to the Registrar's office by the designated time;
- Prepares and submits textbook requests following College procedures;
- Works closely with faculty members within the program area and the Dean in the formulation, justification, and revision of courses and curricula;
- Develops and implements recruiting and retention efforts within the program;
- Actively recruits for the program and the College, in addition, responds to all calls and/or calls from prospective students;
- Schedules and leads departmental advisory meetings, and provides current membership lists and minutes to the Dean;
- Participates in the program reviews and evaluation processes;
- Ensures correct reporting of faculty workloads;

- Inventories, maintains, and secures all facilities and equipment charged to the program area;
- Teaches classes as assigned and carries out all duties of the College Instructor;
- Advises students, as appropriate;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Performs and completes all other duties, as assigned.

Minimum Education, Skills and Abilities:

- An Associate degree with five years of work experience in air conditioning and heating;
- OR a Bachelor's degree with three years of work experience in air conditioning/heating;
- Appropriate licenses and/or certifications;
- National Center for Construction Education and Research (NCCER) certification is a plus;
- Significant experience in defining, developing, and administering all aspects of HVAC technologies:
- Prior teaching experience is preferred;
- Excellent decision-making experience in technical production environment;
- Possess the ability to act, where necessary, independently or with a team environment;
- Must have the aptitudes to assist both new and returning students achieve their educational goals and objectives;
- Great communication skills;
- Highly motivated, self-starter;
- Commitment to student achievement and quality of teaching and learning;
- The ability to multi-task in a fast paced environment and consistently demonstrate the highest levels of integrity;
- Good organizational, interpersonal, communication and presentation skills;
- Attention to detail and mental concentration are necessary;
- Possess basic computer skills;
- Ability to plan, prepare and deliver quality classroom instructions in lecture and/or laboratory formats based on the approved curricula;
- Ability to demonstrate solid content area knowledge based on state-of-art information and technology in departmental teaching assignments;
- Ability to select and utilize a variety of approved course materials and teaching methods to insure the needs of individual students in the program are met;
- Ability to implement and manage College policy and procedures such as attendance, grade reports, student advising and all other assigned educational materials actively and on a timely manner;
- Ability to manage classrooms teaching conditions and environment through active instructor presence in order to promote positive classroom discipline and control, timely class meetings, and appropriate use of furniture and equipment;
- Ability to achieve assigned retention rate in accordance with college and accreditation guidelines by maintaining accurate attendance records and communicating any attendance concerns;
- Ability to participate in faculty/staff meetings, committee meetings, professional development workshops and other school functions as requested.

Work Environment

- Work primarily in a climate controlled environment with minimal safety/health hazard potential, but sometimes stressful situations.

- Work involves sitting, frequent near vision use for reading and computer use, lifting, stooping, bending, stretching, walking, standing, pushing, pulling, reaching, and other physical exertion.

Special Requirements:

- Subject to a criminal background check prior to employment

Note: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

Applicant: Are you capable of performing in a reasonable manner the job or application for which you have applied? _____

Signature

Date