

JOB DESCRIPTION



Position Title: Instructor of HVAC Technology

Division: Business, Career, and Technical Ed **Employment Category:** Faculty

Primary Location: District-wide
Based on the Sierra Vista Campus

FLSA Classification: Exempt
Remote Work Eligible: No

Parameters: Full-Time; 10 Months

Pay Grade: Faculty FA10

Position Summary: The Instructor of HVAC Technology is responsible for classroom and lab instruction in various HVAC courses and assists in the development and implementation of an HVAC long-term growth strategy and a HVAC degree/certificate programs and updating current curriculum.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:
Teaches assigned courses and associated labs in accordance with the Cochise College workload policy; maintains written instructional standards; facilitates instruction using both traditional and alternative delivery methods as needed; informs students in writing of instructional standards and policies; participates in the assessment of student learning outcomes; establishes, maintains and submits all required student and instructional records in a timely manner

Assists in the preparation of course proposals, curriculum, instructional materials, and evaluation tools; reviews and updates course outlines, textbooks, laboratories and course procedure sheets for HVAC courses; responsible for HVAC curriculum updates

Integrates knowledge of customers, competitors, other industries, industry groups, and professional training to continuously improve program quality; applies and maintains standards of quality operating methods, processes, systems, and procedures and implements changes as necessary to maintain a successful HVAC educational program; maintains lab equipment and supply inventory

Participates in HVAC course scheduling, department, division and college meetings; serves on college committees as assigned; collaborates with department chair and other college faculty and instructional managers to review and maintain the integrity of the program curriculum

Leads recruiting activities for students and supporters to the program, including participation in job fairs, recruiting events, and other special events related to the HVAC program; this includes both internal and external events and activities

Performs other related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

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Education and Experience Requirements:

Associates degree in related field from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education

EPA Universal and OSHA 30 Certification
Three years' related industry experience

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

Knowledge, Skills and Abilities:

Knowledge of and ability to follow college policies and procedures
Knowledge of trends, developments, and new technologies affecting the HVAC program
Knowledge of and abilities in proper handling of hazardous materials used in the department, including proper storage, maintenance, and disposal
Knowledge of the proper operation of and the ability to use personal computers and standard office equipment
Commitment to exploring non-traditional approaches to education in a comprehensive community college atmosphere
Ability to participate in continuous improvement processes and strategies
Ability to establish and maintain effective working relationships with supervisors, other department staff, students, the public, and the HVAC industry
Ability to communicate effectively verbally and in writing
Ability to organize, prioritize and follow multiple projects and tasks through to completion
Ability to maintain confidentiality and to effectively identify and resolve problems

Preferred Qualifications:

Bachelor's degree in related field from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education
Successful teaching experience, preferably at a community college

Work Environment: Work is primarily performed in a classroom or laboratory setting under limited supervision. Incumbents may be exposed to electrical, mechanical, and chemical hazards.

Physical Requirements: Essential functions of this position require: manual dexterity, ability to communicate, lifting, kneeling, squatting, climbing, crawling, stooping, turning/twisting, balancing, reaching and handling with varying frequencies.

Heavy work: Occasional lifting and carrying objects up to 75 pounds, Frequent lifting and carrying, pushing, or pulling objects weighing up to 50 pounds; and/or continuous lifting, carrying, pushing, or pulling 10-20 pounds.

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem solving skills are important

Reports To: Dean of Business, Career, and Technical Education

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.