The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel in said position.

Job Summary:

The Adjunct Faculty Instructor provides subject matter expertise in the following areas of study; principles & practices of refrigeration; air conditioning systems; heat pumps & related systems; HVAC fundamentals; HVAD design; electrical & heating system fundamentals; building control systems and sheetmetal. Additionally, the instructor will teach courses, adhering to lesson plans, meeting course objectives, beginning and ending courses on time as scheduled and adhering to faculty ethical and professional behaviors.

Essential Duties and Responsibilities:

- Relates to students in a professional manner that demonstrates respect for the individual
- Reviews course content with administrator or designee prior to instruction
- Meets with class(es) on the scheduled dates for the full duration of class time
- Presents instruction in a manner consistent with lesson objectives and course outcomes
- Returns graded work in a timely and consistent manner
- Seeks student feedback to identify and meet student needs
- Evaluates learning in an ongoing effort to document student mastery of course objectives
- Performs paperwork related to the assignment, including completion of all required reports
- Maintains classroom environment that supports learning
- Submits grades by the established due date and assist the registrar in maintaining an accurate record of class enrollment
- Maintains records of student achievement in the event of a grade appeal
- Meets with the Dean of Manufacturing Technologies if and as requested; and, maintains close communication regarding any classroom or learning issues that may arise.
- Performs all other duties as assigned.

Education, Experience, Knowledge & Skills Needed:

- Associate Degree from a nationally or regionally accredited college (In exceptional cases, documented experience may be used for initial employment. Faculty must develop and pursue
a professional development plan to include an Associate Degree). Bachelor’s degree preferred.

- Four years or the equivalent of four years full-time work experience in the industry.
- Qualifications required for mandatory program accreditation.
  - EPA 608 Certification, required
- Extensive experience with following preferred:
  - Principles & Practices of Refrigeration
  - Air Conditioning Systems
  - Heat Pumps & Related Systems
  - HVAC Fundamentals
  - HVAD Design
  - Electrical Fundamentals
  - Heating System Fundamentals
  - Building Control Systems
  - Sheetmetal

AND

- Teaching experience in adult education preferred.
- Must be available for required course assignments.
- Excellent communication and interpersonal skills – must be able to work with students, technical and administrative personnel in a pleasant, professional, and efficient manner.
- Detail oriented with strong organizational skills.
- Ability to work independently with little or no supervision.
- Ability to use personal computer and software applications.
- Ability to work under pressure and meet deadlines.
- Ability to accurately and quickly process, enter and audit data.
- Ability to effectively organize and direct personnel during crisis or emergency situations.
- Demonstrate ability and knowledge to provide team leadership for planning.
- Ability to pre-plan course work.
- Must complete new faculty orientation within one semester of start date.

Other Position Requirements:

1. Work effectively and productively as a team member. Keep others informed of information needed. Treat others with respect, maintaining a spirit of cooperation.
2. Maintain effective and professional verbal and written interactions with peers, customers, supervisors and other staff. Use diplomacy and tact in dealing with difficult situations or people. Demonstrate effective listening skills. Is receptive to constructive feedback.
3. Maintain acceptable overall attendance record, to include department meetings, all-employee meetings/trainings as required. Ensure appropriate notification to supervisor for absences, and ensure that work is covered. Be flexible in work schedule when needed.
4. Produce quantity of work necessary to meet job requirements.
5. Demonstrate the ability and willingness to handle new assignments, changes in procedures and business requirements. Identify what needs to be done and take appropriate action.
6. Complete assigned work; meet deadlines without reminders/follow-up from supervisor or others.
7. Perform work conscientiously with a high degree of accuracy.
8. Participate in a minimum of 20 hours professional development activities per year to remain current with industry trends and advancements.
**Working Conditions:**

Must be able to work in a multi-tasked, high-volume environment, completing multiple and competing priorities. Daily attendance is required to meet the needs of students and prospective students. Attendance is required at meetings and in-services some of which may be out of the area. Schedules may fluctuate to accommodate student or College needs, deadlines and delivery of services. Long periods of sitting and/or standing will be required. Data entry/typing is required. Sufficient vision and hearing are required to complete the work and interact with students, staff, faculty and the public. Independent travel by car or public carrier is required to enable flexibility to work at alternate campuses/locations when needed. Evening and weekend work may be required. Work schedule will be as needed and required by administration to accomplish assigned duties.

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Employee Acknowledgement  

__________________________________  ______________
Supervisor Acknowledgement  

Date  

Date