

# JOB DESCRIPTION



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**Position Title:** Instructor of Welding Technology

**Division:** Business and Technology

**Employment Category:** Faculty

**Primary Location:** District-wide  
Based at the Sierra Vista Campus

**FLSA Classification:** Exempt  
**Remote Work Eligible:** No

**Parameters:** Full-Time; 10 Month

**Pay Grade:** Faculty F10

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**Position Summary:** The Instructor of Welding Technology is responsible for classroom and lab instruction in various welding courses and assists in constructing degree/certification programs and updating current curriculum; providing quality instruction for a diverse student population; performing instructional duties and responsibilities in accordance with the philosophy, mission, policies and procedures of the college.

**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 welding technology courses, and associated labs in accordance with the college's workload policy; maintains written instructional standards; facilitates instruction using alternative delivery methods as needed; informs students in writing of instructional standards; posts and maintains office hours; participates in the assessment of student learning outcomes; establishes, maintains and submits accurate 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 welding technology courses; assists with curriculum updates and the construction of degree/certificate programs

Applies and maintains standards of quality operating methods, processes, systems, and procedures; implements changes as necessary to maintain a successful welding technology program; reviews and updates course outlines, textbooks, and course procedure sheets for assigned courses; integrates knowledge of customers, competitors, other industries, industry groups, and professional training to continuously improve program quality

Participates in welding technology course scheduling, department, division and college meetings; serves on college committees as assigned; collaborates with the Career and Technical Education department chair, along with other faculty and instructional managers, to review and maintain the integrity of department curriculum

Maintains partnerships with local area employers to assist in arranging field experiences for program students; collaborates with college community and area high schools in support of welding technology events and competitions; assists in recruiting students and supporters to the

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program, including participation in job fairs, recruiting events, and other special events related to the welding technology program

Assists in the management of the welding program; maintains equipment and supply inventory

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.

## **Education and Experience Requirements:**

Associate's degree in related discipline from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education

Two years related industry experience

Current AWS certifications: GMAW-P AWS D1.1, SMAW AWS D1.1, SMAW API 1104, GTAW AWS 17.1, and FCAW AWS D1.1

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

## **Preferred Qualifications:**

Certified Welding Inspector (CWI) certification

Successful teaching experience, preferably in a community college environment

## **Knowledge, Skills and Abilities:**

Knowledge of and ability to follow college policies and procedures

Knowledge of curriculum and program development

Knowledge of public relations/marketing practices and methods

Skill in current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications

Skill in instructing students from diverse cultures and/or backgrounds

Skill in using authentic assessment to evaluate students' needs and progress

Skill in integrating technology into curriculum and other educational services

Ability to perform maintenance and repairs on shop equipment

Ability to relate to a diverse population and to maintain composure when faced with difficult situations

Ability to interface with local employers in support of the welding technology program

Ability to organize, prioritize, and follow multiple tasks through to completion with an attention to detail

Ability to work independently while contributing to team environment

Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner

Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information

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Ability to analyze problems, identifies solutions, and takes appropriate action to resolve problems using independent judgment and decision-making processes

Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public

**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.