Position Title: Instructor of HVAC Technology Prison Education

Division: Extended Learning

Primary Location: Douglas Prison Complex

Parameters: Full-time; 11 month (worked over 12 months)

Employment Category: Faculty

FLSA Classification: Exempt

Pay Grade: Faculty 11M

Position Summary: The Instructor of Heating, Ventilation, Air Conditioning (HVAC) Technology Prison Education is responsible for classroom and lab instruction in various HVAC courses as agreed upon within the Arizona Department of Corrections contract. The instructor performs all instructional duties and responsibilities in accordance with the philosophy, mission, policies and procedures of the college for a diverse student population.

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 HVAC courses and associated labs in accordance with the college’s workload policy and the Arizona Department of Corrections contract; maintains written instructional standards; facilitates instruction using alternative delivery methods as needed; informs students in writing of instructional standards; 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; assists with 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 program; assists in the management of the HVAC program; maintains equipment and supply inventory

- Participates in HVAC 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

- 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 from a regionally accredited institution of higher learning recognized by the US Department of Education
JOB DESCRIPTION

EPA Universal Certification
Three years related industry experience
Ability to obtain and retain Arizona Department of Corrections clearance and access to Douglas Prison Complex

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 curriculum and program development
Knowledge of public relations/marketing practices methods
Knowledge of the proper operation of and the ability to use personal computers and standard office equipment
Ability to participate in continuous improvement processes and strategies
Skill in creating, adapting, and implementing student-directed, participatory, project-based curriculum
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 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 a regionally accredited institution of higher learning recognized by the US Department of Education
Successful teaching experience, preferably at a community college
Prior experience working within a correctional institution

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 and Technology

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.