

# JOB DESCRIPTION



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**Position Title:** Instructor of Residential Building Construction Technology

**Division:** Business and Technology

**Employment Category:** Faculty

**Primary Location:** District-wide  
Based in Sierra Vista

**FLSA Classification:** Exempt

**Parameters:** Full-time; Academic Year

**Pay Grade:** Faculty

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**Position Summary:** The Instructor of Residential Building Construction Technology is responsible for classroom and lab instruction in various building construction courses and assists in creating degree/certification programs and updating current curriculum. Performing 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:  
Instructs and manages a team of students through a project that builds one house per year in partnership with one of our industry partners; oversees and participates in all aspects of the home-building project; as project manager, maintains project schedule and ensures deadlines are achieved

Teaches assigned building construction 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 building construction technology courses; assists with curriculum updates and the creation of degree/certificate programs

Applies and maintains standards of quality operating methods, processes, systems, and procedures; implements changes as necessary to maintain a successful building construction 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 building construction technology course scheduling, department, division and college meetings; serves on college committees as assigned; organizes and facilitates annual program advisory committees; 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 building construction technology events and competitions; assists in recruiting students and supporters to the program, including participation in job fairs, recruiting events, and other special events related to the building construction technology program

Assists in the management of the building construction trades 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

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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 degree from a regionally accredited institution of higher learning recognized by the US Department of Education

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 all facets of home-building

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

Skill in managing construction projects

Ability to read blue prints

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 building construction technology program

Ability to multi-task and organize, prioritize, and follow multiple projects and 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

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

## **Preferred Qualifications:**

OSHA Certification or ability to obtain within 30 days

Experience managing construction projects

Successful teaching experience, preferably in a community college environment

**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.