

JOB DESCRIPTION



Position Title: Skilled Trades Coordinator/Instructor

Division: Workforce Development

Employment Category: Administrative Staff

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

FLSA Classification: Exempt
Remote Work Eligible: No

Parameters: Full-time; 12 months/year

Pay Grade: AS14

Position Summary: The Skilled Trades Coordinator/Instructor is responsible for coordinating the instruction of various skilled trades programs, including curriculum development, assisting in student recruitment, and promotion of the programs within the community.

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:

Coordinates the development and instruction of skilled trades programs, and instruction of one or more courses in the skilled trades areas, including electrical installation and repair, HVAC, plumbing, and others to be determined; assists in the hiring of part-time faculty to fulfill instructional gaps as needed

Assists in the preparation of course proposals, curriculum, and specifications, including the implementation and evaluation of standardized instructional practices

Integrates learning, education, and experience from industry groups, peer institutions, alumni, and professional training to continuously improve program quality; actively organizes and participates in annual or bi-annual advisory council meetings

Applies and maintains standards of quality operating methods, processes, systems, and procedures and implements changes as necessary to maintain safe and successful courses and programs

Assists in the development and execution of a long-term growth strategy for the skilled trades training programs

Assists in recruiting students and supporters to the program, including participation in job fairs, recruiting events, and other special events related to the program

Participates in professional development to ensure up-to-date programming, courses, and techniques are included in the curriculum and instructional delivery innovation techniques

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,

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rules, regulations and guidelines as they relate to this position. Regular attendance is an essential job function as it demonstrates dependability towards the performance of job duties.

Education and Experience Requirements:

Bachelor's degree in a related discipline from a regionally accredited institution of higher learning recognized by the US Department of Education or higher

Two years or 4,000 hours of documented, recent, experience, within the fields of HVAC, electrical installation/repair, or plumbing;

OR

Professional Licensure/Specialized certificate(s) AND 4 years or 8,000 hours of documented, recent, experience, within the fields of HVAC, electrical installation/repair, or plumbing. If candidate has no degree, then an educational attainment plan will be developed and agreed upon.

Valid Arizona driver's license and ability to drive college owned vehicles

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 skilled trades

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

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 explore 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 local/regional skilled trades industry partners

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

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.

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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 Workforce Development

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.