

**POSITION DESCRIPTION**  
**Instructional Staff/Faculty**

---

**Position Title:** Heating, Ventilation, and Air Conditioning (HVAC)/Plumbing  
Technology Instructor/Full-time

---

**Organizational Unit:** Technical Division      **Reports to:** Vice President for Career & Technical Education      **Revision Date:** April 2024

---

**I. Narrative General Description**

Technical instructional faculty of Coffeyville Community College are responsible to the Vice President for Career & Technical Education for instructional and personnel matters and to fulfill the requirements as outlined in the Memorandum of Agreement. The HVAC/Plumbing Instructor is responsible for the safety, security, and operation of the Coffeyville Technical Campus HVAC and Plumbing Technology Programs. The instructor is responsible for delivering high-quality instruction and training to enrolled students, providing them with the knowledge and skills necessary to succeed in the HVAC and Plumbing industry.

**II. Functional Responsibilities**

- A. Teach courses as assigned by the Vice President for Career & Technical Education.
- B. Teach the HVAC and Plumbing Technology curriculum in accordance with college, state and federal policies.
- C. The HVAC/Plumbing Instructor is responsible for the operation and supervision of the classroom and shop areas, including security, supplies, maintenance, and supervising of program students.
- D. Maintain student discipline and report student attendance daily to the Administrative Assistant to the Vice President for Career & Technical Education.
- E. Revise and update course materials and content to keep program curriculum current to meet industry standards and credentialing.
- F. Become familiar with the purpose, procedures, organization, and the function of the program advisory committee. Participate in a minimum of two program advisory meetings per year to gather input from industry leaders.
- G. Work closely with business and industry leaders to identify job placement opportunities for program completers.
- H. Attend professional development workshops/seminars and other professional activities to update and keep current with instructional methods and technology.
- I. Provide a syllabus for each course taught and turn in two copies of each syllabus to the Vice President's office each semester as outlined in the Memorandum of Agreement.
- J. Develop new courses and program initiatives as assigned.
- K. Participate in the development and implementation of the institutional assessment plan as required for North Central Accreditation.

- L. Assist recruiting personnel with recruitment activities and to make personal contacts with prospective students.
- M. Assist in pre-enrollment/enrollment activities as assigned.
- N. Participate in graduate/former student follow-up procedures as required for state and federal reporting.
- O. Serve on college committees as appointed and attend division meetings.
- P. Maintain an annual inventory of program equipment and supplies.
- Q. Assist with grant activities for program development as needed.
- R. Meet attendance expectations as required for this position which may include a willingness to work unusual hours including evenings and week-ends as needed.
- S. Actively participate in college and community activities.
- T. Attend and participate in commencement exercises in academic attire.
- U. Complete other duties as assigned by the Vice President for Career & Technical Education.
- V. Perform duties as outlined in the Memorandum of Agreement.

### **III. Supervises the Following Staff**

Adjunct faculty as needed

### **IV. Required Knowledge, Skills, and Personal Qualifications**

- A. Proven teaching ability to communicate and demonstrate all HVAC/Plumbing skills to all age groups and education levels.
- B. Ability to obtain HVAC/Plumbing National Center for Construction Education & Research (NCCER) certifications within 1 year of accepting employment with the College.
- C. Excellent communication skills both oral and written.
- D. An understanding of the mission and role of the comprehensive community college.
- E. An understanding of the role of advisory committees for program improvement.
- F. Ability to stimulate motivation, confidence, and enthusiasm in students, both traditional and non-traditional.
- G. Willingness to assist with grant activities relating to the individual program area.
- H. Interest in student activities that occur outside the classroom and a willingness to participate in and attend college functions.
- I. Willingness to travel to recruit students for the program area.
- J. Within six months of the date of hire, required to maintain a physical place of residence within the CCC service area throughout their employment.

**V. Required Experience**

- A. A minimum of two years teaching experience, preferably in a community college or technical school, or a minimum of five years of pipe welding experience in industry.
- B. Experience in the development and implementation of new courses, programs, and workshops.

**VI. Required Educational Background**

A Bachelor's Degree with a minimum of 18 credit hours in the teaching field is preferred from a regionally accredited institution of higher education recognized by the U.S. Department of Education. A high school diploma or equivalent is required. Industry-recognized certifications in HVAC/ Plumbing are required.

**EQUAL OPPORTUNITY EMPLOYMENT AND NONDISCRIMINATION**

The College shall be an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to compensation, terms, conditions, or privileges of employment because of such individual's race, color, religion, sex, age, disability, or national origin. Applicants requiring reasonable accommodation to the application and/or interview process should notify the Human Resources Department.