

POSITION DESCRIPTION
Instructional Staff/Faculty

Position Title: Welding Instructor/Full-time/CVHS & Coffeyville Technical Campus

Organizational Unit: Technical Division	Reports to: Dean of Career & Technical Education & Welding Program Director	Revision Date: April 2022
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I. Narrative General Description

Technical instructional staff/faculty of Coffeyville Community College are responsible to the Dean of Career & Technical Education for instructional and personnel matters and to fulfill the requirements as outlined in the Memorandum of Agreement. The Welding Instructor is responsible for assisting the Welding Program Director with the safety, security, and operation of the Coffeyville Technical Campus Welding Center.

II. Functional Responsibilities

- A. Teach courses as assigned by the Dean of Career & Technical Education.
- B. Teach the Welding Technology curriculum in accordance with college, state and federal policies.
- C. Assist the Welding Program Director in the operation and supervision of the Welding Technology classroom and shop area, including security, supplies, maintenance, and supervising of program students.
- D. Maintain student discipline and report student attendance daily to the Welding Program Director.
- E. Assist the Welding Program Director with projects, instruction, and classroom activities as needed.
- F. Assist the Welding Program Director to revise and update course materials and content to keep program curriculum current to meet industry standards and credentialing.
- G. 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.
- H. Work closely with the Welding Program Director and industry leaders to identify job placement opportunities for program completers.
- I. Attend professional development workshops/seminars and other professional activities to update and keep current with instructional methods and technology.
- J. Provide a syllabus for each course taught and turn in two copies of each syllabus to the Dean's office each semester as outlined in the Memorandum of Agreement.
- K. Develop new courses and program initiatives as assigned.
- L. Participate in the development and implementation of the institutional assessment plan as required for North Central Accreditation.
- M. Assist recruiting personnel with recruitment activities and to make personal contacts with prospective students.

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

III. Supervises the Following Staff

Workstudy students as needed

IV. Required Knowledge, Skills, and Personal Qualifications

- A. Proven teaching ability to communicate and demonstrate all welding procedures to all age groups and education levels.
- B. Ability to pass the following welding tests: Stick and Tig 6G uphill, GMAW and FCAW 1G rollout downhill.
- C. Ability to obtain AWS Certified Welding Inspector Certification within 2 years of accepting employment with the College.
- D. Excellent communication skills both oral and written.
- E. An understanding of the mission and role of the comprehensive community college.
- F. An understanding of the role of advisory committees for program improvement.
- G. Ability to stimulate motivation, confidence, and enthusiasm in students, both traditional and non-traditional.
- H. Willingness to assist with grant activities relating to the individual program area.
- I. Interest in student activities that occur outside the classroom and a willingness to participate in and attend college functions.
- J. Willingness to travel to recruit students for the program area.
- K. 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 the various Welding processes 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.