

FORT SCOTT COMMUNITY COLLEGE
Position Description MAS 10

JOB TITLE: Instructor, Construction Trades

DIVISION/DEPARTMENT: Vocational/Occupational

RESPONSIBLE TO: Vice President of Academic Affairs

MONTHS PER YEAR: 9

HOURS PER WEEK: 32 - 40

REVISED: 6-18

CREDENTIALS/EDUCATION:

- Bachelor's degree preferred
- Verifiable 3 years of work and/or teaching experience in Masonry/Carpentry trade
- Candidates holding credentials in multiple trades preferred
- Successfully complete NOCTI exam or complete within 1st year
- Must be able to validate or demonstrate craft skills
- Interest in and ability to develop and maintain a program utilizing latest technology
- Have the ability to relate to students, FSCC partners and contractors
- Good written and verbal communication, organizational and project management skills

JOB PURPOSE: Teach and coordinate theory and laboratory classes, consisting of safety, tools, blueprint reading, communication and employability skills, building materials, all types of Masonry , tile, stone and concrete forming placement and finishing. Prefer as well the ability to teach and coordinate framing, windows, doors, ceilings and stairs, roofing, exterior finishing, concrete forming placement and finishing, and drywall installation and finishing.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Recruit students to program and participation in student organizations.
2. Actively recruit broad industry involvement and support for the program.
3. Teach assigned classes in keeping with approved course outlines, including updating of course syllabi.
4. Be responsible for class preparation and good classroom management for all assigned courses.
5. Maintain and post office hours for student advisement and assessment and building operation.
6. Assist with programming and registration of students as assigned by the Dean of Instruction.
7. Maintain appropriate student records for reporting.
8. Submit all required student reports on time to the appropriate office.
9. Perform such extra class duties as may be assigned by administration.
10. Counsel students as needed, realizing an instructor is many times is in the best position for effective guidance.
11. Be a good public relations agent, both in the classroom and the community.
12. Assist with maintaining a clean, safe and well organized facility, tools, equipment and storage used for this program
13. Be available for day and/or night classes
14. Travel to evaluate students during internship semesters

Reviewed by Employee: _____
Signature

Date