

**FORT SCOTT COMMUNITY COLLEGE**  
**Position Description**

**JOB TITLE:** Instructor, Welding

**DIVISION/DEPARTMENT:** Vocational/Occupational

**RESPONSIBLE TO:** Associate Dean of Crawford County Campuses

**MONTHS PER YEAR:** 9

**HOURS PER WEEK:** 40

**REVISED:** 3-17

**CREDENTIALS/EDUCATION:**

- Bachelor's degree preferred
- Verifiable 3 years of work and/or teaching experience in Welding
- Candidates holding credentials in multiple trades preferred
- AWS Certifications required
- Must be able to validate or demonstrate craft skills
- Interest in and ability to develop and maintain a program utilizing latest technology, including basic computer skills
- Ability to relate to students, FSCC partners and contractors
- Good written and verbal communication, organizational and project management skills

**JOB PURPOSE:** Constructs and maintains a safe and effective learning environment according to OSHA standards. Provides instruction in all welding disciplines for industry and construction - SMAW, GMAW, Safety and Blueprint Reading.

**MAJOR DUTIES AND RESPONSIBILITIES:**

1. Teach a full load (15 semester hours) of assigned courses per semester in keeping with approved course outlines, including updating of course syllabi; be available for flexible scheduling of classes, including days, nights, and possibly weekends.
2. Recruit students to program and participation in student organizations.
3. Actively recruit broad industry involvement and support for the program.
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 administration.
7. Maintain appropriate student records for reporting, and submit all required student reports on time.
8. Counsel students as needed, realizing an instructor is many times in the best position for effective guidance.
9. Be a good public relations agent, both in the classroom and the community.
10. Assist with maintaining a clean, safe and well organized facility, tools, equipment and storage used for this program.
11. Travel to evaluate students during internship semesters
12. Recommend and administer departmental budgets.
13. Attend meetings and conferences as required by the college.
14. Other duties as assigned by administration.

Reviewed by Employee: \_\_\_\_\_  
Signature

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Date