

FORT SCOTT COMMUNITY COLLEGE
Position Description CT09

JOB TITLE: Instructor, Construction Trades

DIVISION/DEPARTMENT: Vocational/Occupational

RESPONSIBLE TO: Vice President of Academic Affairs

MONTHS PER YEAR: 9

HOURS PER WEEK: 20

REVISED: 2/2018

CREDENTIALS/EDUCATION:

- Bachelor's degree preferred
- Verifiable 3 years of work and/or teaching experience in construction trades
- Strong emphasis in Carpentry desired
- Candidates holding credentials in multiple trades preferred
- Must be able to validate or demonstrate craft skills
- Interest in and ability to develop and maintain a program utilizing latest technology
- Ability to relate to students, FSCC partners and contractors
- Effective 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 framing, windows, doors, ceilings and stairs, roofing, exterior finishing, concrete forming placement and finishing, drywall installation and finishing

MAJOR DUTIES AND RESPONSIBILITIES:

1. Teach assigned classes in keeping with approved course outlines
2. Be responsible for class preparation and good classroom management for all assigned courses.
3. Maintain and post office hours for student advisement and assessment and building operation.
4. Maintain appropriate student records for reporting.
5. Submit all required student reports on time to the appropriate office.
6. Counsel students as needed, realizing an instructor is many times is in the best position for effective guidance.
7. Be a good public relations agent, both in the classroom and the community.
8. Assist with maintaining a clean, safe and well organized facility, tools, equipment and storage used for this program.
9. Recommend and administer departmental budgets.
10. Attend meetings and conferences as required by the college.
11. Other duties assigned by administration.

Reviewed by Employee: _____
Signature

Date

All job descriptions are subject to revision based on changing needs of the college.