

FORT SCOTT COMMUNITY COLLEGE
Position Description

JOB TITLE: Instructor, Welding

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 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
- Effective 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 12 hours of assigned courses per semester in keeping with approved course outlines.
2. Be responsible for class preparation and positive classroom management for all assigned courses.
3. Maintain office hours for student advisement and assessment and building operation.
4. Assist with programming and registration of students as assigned by administration.
5. Maintain appropriate student records for reporting, and submit all required student reports on time.
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 as assigned by administration.

Reviewed by Employee: _____
Signature

Date

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