

**CROWDER COLLEGE
POSITION DESCRIPTION**

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| Status: FT, 9months | Title: Construction Technology/AMT/Apprenticeship Instructor |
| Revised: 7/1/2015 | Department CROWDER COLLEGE/Career and Technical Education |
| Level: FACULTY | IPEDS FACULTY |
| FLSA: EXEMPT | Reports to DIRECTOR OF CTEC/DIVISION CHAIR/AVPCTE |

POSITION SUMMARY

Provides formal instruction and program development services in all areas of advanced manufacturing, construction technology and apprentice programs offered by Crowder College. Various instructional strategies will be used including traditional classroom methods, hands-on demonstrations/participation, computer/web-based instruction, and/or various combinations of approaches. Also, this position supports both the college and the division marketing efforts, establishes/coordinates industry-based advisory panel, and works to actively integrate alternative and renewable energy concepts into the advanced manufacturing program in support of Crowder’s MARET (Missouri Alternative and Renewable Energy Technology) activities.

MAJOR FUNCTIONS

1. Provide formal instruction and leadership in all areas of advanced manufacturing, construction technology and apprentice programs offered by Crowder College,, as assigned, utilizing appropriate curriculum, equipment, and materials.
2. Work with CTEC Director/Division Chair/AVPCTE to determine appropriate curriculum, equipment, and materials utilizing either third-party resources [e.g. consortium-based curriculum providers, commercial vendors, etc.] or by developing original coursework if necessary and as required.
3. Specify, select, install, operate, and maintain necessary equipment and/or training modules required to support the specific course(s) being taught within departmental budget restraints.
4. Prepare course syllabi addressing targeted student abilities, specific competencies, textbook requirements, grading/assessment methodology, course scheduling, and/or other items as required.
5. Provide regular, timely reports to students of academic performance including current grades in course(s) taught.
6. Establish and/or maintain industry-based advisory panels in support of college-level programs.
7. Demonstrate commitment to the program, division, and total institution by timely attendance and submission of required grade, attendance, or other miscellaneous reports to the administration.
8. Initiate and maintain contact with area businesses and/or manufacturers for the purpose of promoting division programs through donations, employee referral, job shadowing/internship programs, advisory panel participation, and hiring of program graduates.
9. Assist in student job placement and follow-up.
10. Develop and maintain a professional development plan.
11. Participate in professional development activities including workshops, conferences, and meetings.
12. Obtain/maintain applicable career-technical (CTE) teaching certifications as required by the state of Missouri. *(Note: Not currently required for teaching college-level CTE courses, but rules can change.)*.
13. Perform other assigned duties and tasks as appropriate for the position.

Learning is the key to human growth and development. The primary function of faculty members at Crowder College is to help students maximize their learning. In order to help our students be better learners, faculty members are expected to:

1. Devote full time and energy to maximize student learning outcomes.
2. Continue learning through professional development activities.
3. Be role models for learning behavior,
4. Include students in all facets of instruction, guidance and academic association.
5. Maintain confidential relationships with respect to student information.
6. Respect student thought.
7. Select appropriate texts and other course materials in conjunction with the appropriate division chair.
8. Adhere to student abilities and competencies listed in the institutional syllabi of courses taught.
9. Return evaluated student exams and papers in a timely fashion.
10. Maintain grades and class status information.
11. Submit required reports by deadlines
12. Serve on institutional committees as needed.

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| KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE |
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1. Must meet basic eligibility requirements to obtain Missouri Technical Education Teacher Certification for post-secondary teaching assignments in construction and/or advanced manufacturing technology. Three to five years of occupational experience directly related to the building trades industry or at least 6,000 hours within the last 10 years if no degree. Must be familiar with NCCER curriculum and have the ability to complete the Instructor Certification Training Program before August 1, 2015
2. Bachelor or Master's Degree in construction and/or advanced manufacturing, manufacturing technology, or closely related area is preferred. Requires a minimum of Associate's Degree in construction and/or advanced manufacturing, manufacturing technology or closely related area plus two years directly applicable experience.
3. Applicants holding no degree will be considered (subject to requirements No. 1 and 2 above) but a minimum of five years of directly applicable experience in construction technology, advanced manufacturing, manufacturing technology or closely related area is required. If employed, applicant must establish and implement a professional development plan aimed at obtaining an Associate's Degree within five years of employment.
4. If employed for this position, applicants lacking teaching credentials or having no recent teaching experience must attend the New Teacher Institute, provided by Missouri's Department of Elementary and Secondary Education (DESE) at Crowder's expense at the earliest time at which such attendance can be scheduled. If questions arise relative to attendance requirements, the final decision shall be at the sole discretion of the Associate VP for Technical Education.
5. Ability to plan, organize, and implement assigned tasks in an effective and timely manner.
6. Ability to establish and maintain positive working relationships with students, other faculty, professional/classified staff, supervision, industrial advisory panels, and the public.

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| EQUIPMENT/SOFTWARE |
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Information Technology Abilities required:

1. Ability to operate a personal computer using the Windows environment.
2. Ability to understand operating a personal computer within the Crowder College Network environment.
3. Ability to use E-mail.

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| POSITIONS SUPERVISED |
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NONE

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| WORKING CONDITIONS |
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1. Both indoors in a normal classroom environment and outdoors on a job site with exposure to temperature changes, noise, dust or chemicals.
2. Normal college working hours but adjustment of hours involving evening and/or weekend work may be required from time to time.
3. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
4. A neat appearance and appropriate businesslike apparel are required.

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| PHYSICAL DEMANDS |
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1. Work involves working with classroom equipment and requires mobility with the classroom and campus.
2. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms' stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.

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| LANGUAGE/COMMUNICATIONS SKILLS |
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1. Ability to communicate effectively with a variety of people, including staff, students, parents, and the general public, in both written and oral mediums.