

**CROWDER COLLEGE
POSITION DESCRIPTION**

Status: HT, Spring 2019 Semester Only	Title	WELDING INSTRUCTOR – Half Time
Revised/Reviewed: 12/1/2018	Department	ACADEMIC AFFAIRS
Level: Faculty	IPEDS	FACULTY
FLSA: Exempt	Reports to	DIRECTOR OF JOPLIN ADVANCED TRAINING & TECHNOLOGY CENTER

POSITION SUMMARY

Crowder College is seeking dedicated, experienced, and motivated individuals to provide leadership, engagement, and discipline expertise in continuing to move the program forward in innovative ways. As a part-time faculty member at Crowder College, successful candidates will demonstrate commitment to student success through teaching, including remediation and learning excellence.

The successful candidate will be expected to provide instruction in all phases of welding and related areas. Example of courses include: Oxy-Acetylene Welding, Cutting, Brazing, Soldering, Shielded Metal Arc Welding, Gas Metal Arc Welding, Gas Tungsten Arc Welding, Flux Core Arc Welding, Plasma Arc Cutting, CNC Plasma Arc Cutting, Carbon Arc Cutting, Blueprint Reading and Interpretation, Pipe Layout, Pipe fitting, and Metal Fabrication. The assignment will be made based on the successful candidate's experience, background and institutional need.

MAJOR FUNCTIONS

1. The instructor must teach in the areas of:

- Oxy-Acetylene Welding
- Cutting, Brazing
- Soldering
- Shielded Metal Arc Welding
- Gas Metal Arc Welding
- Gas Tungsten Arc Welding
- Flux Core Arc Welding
- Plasma Arc Cutting
- CNC Plasma Arc Cutting
- Carbon Arc Cutting
- Blueprint Reading and Interpretation
- Pipe Layout
- Pipe Fitting
- Metal Fabrication
- Shop Safety
- General math skills

2. Identify curriculum needs and develop innovative activities to address those needs.
3. Show commitment to the program, division and total institution.
4. Assist with student recruitment and job placement.
5. Participate in professional development workshops, conferences and meetings.

6. Assist with student advisement and remediation.
7. 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. Selection of materials should be reported to the bookstore by the prescribed deadlines.
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. Meet classes at the listed times.
13. Serve on institutional committees as needed.
14. Support college activities.
15. Dismiss classes only with prior approval from the supervisor.

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE

1. Two to five years of occupational experience directly related to the welding industry.
2. Associate or Bachelor's Degree preferred or prior learning equivalence.
3. Ability to plan, organize, and implement responsibilities effectively.
4. Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public.
5. Information Technology Abilities required:
 - 1-1 Ability to operate a personal computer using the Windows environment.
 - 1-2 Ability to understand operating a personal computer within the Crowder College Network environment.
 - 1-3 Ability to use E-mail.

EQUIPMENT/SOFTWARE

1. Operate standard office computers and software.
2. See above Information Technology abilities.

POSITIONS SUPERVISED

None

WORKING CONDITIONS

1. Generally indoors in a normal classroom or shop environment, with some 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 apparel are required.

PHYSICAL DEMANDS

1. Work involves operating welding equipment and requires mobility within 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.

CREATIVE AND ANALYTICAL SKILLS

1. Ability to define problems, collect data, establish facts, and draw valid conclusions.
2. Ability to devise or modify methods or processes to solve specific problems.

LANGUAGE/COMMUNICATIONS SKILLS

Ability to communicate effectively with a variety of people, including staff, students and the general public, in both written and oral mediums.