

**CROWDER COLLEGE
POSITION DESCRIPTION**

Status: Spring 2019 semester	Title	ALTERNATIVE ENERGY SOLAR INSTRUCTOR
Revised: 11/1/2018	Department	MARET (Missouri Alternative and Renewable Energy Technology)
Level: Faculty	IPEDS	FACULTY
FLSA: Exempt	Reports to	MARET Director

POSITION SUMMARY

This position is for a spring 2019 semester instructor for the Solar Energy program in the Missouri Alternative and Renewable Energy Technology (MARET) Center of Crowder College. The position consists of teaching solar energy courses, assisting with curriculum development and review, advising students and recruiting for the alternative energy program. The position will be a 15 credit hour position for the spring 2019 semester, either online, in the classroom, lab, or in non-classroom services.

MAJOR FUNCTIONS

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

1. Teach solar energy technology courses and accompanying degree courses.
2. Devote full time and energy to maximize student learning outcomes.
3. Continue learning through professional development activities and serve as a role model for learning behavior.
4. Assist the MARET Center Director in building courses and programs for MARET. This includes assisting with curriculum development and review, advising students and recruiting for the alternative energy program.
5. Perform all labs and projects with student safety as a priority. Electrical installations must be according to local and national codes.
6. Include students in all facets of instruction, guidance, and academic association.
7. Maintain confidential relationships with respect to student information.
8. Select appropriate texts and other course materials in conjunction with MARET Center staff and faculty. Selection of materials should be reported to the bookstore by the prescribed deadlines.
9. Adhere to student abilities and competencies listed in the institutional syllabus of courses taught.
10. Develop and distribute course syllabi based on the institutional syllabi. Copies should be submitted to division chairs and vice president each semester via Blackboard.
11. Return evaluated student exams and papers in a timely fashion.
12. Maintain grades and class status information.
13. Submit required reports by deadlines.
14. Meet classes at the listed times.
15. Maintain regular office hours. Generally, that would include 8-10 hours total per week with times in both mornings and afternoons.
16. Serve on institutional committees as needed.
17. Support college activities.
18. Do faculty evaluations within prescribed guidelines.
19. Teach a regular load.
20. Perform departmental and divisional responsibilities.
21. Dismiss classes only with prior approval from the MARET Center Director.

22. Schedule no more than one week's worth of absences for school business, school activities, or personal days per semester.
23. Successfully complete important assessment work.
24. Must attend graduation ceremonies.
25. Other related duties as assigned by the appropriate administrator.

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE
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1. Master's degree in related field preferred. Bachelor's and/or Associate's acceptable with comparable work experience.
2. Successful completion of the NABCEP Associate's certification in solar PV within three years of hire. Must show progress each year. (This is not applicable for a one semester contract.)
3. Experience installing, maintaining or repairing active and/or passive solar systems.
4. Experience teaching and working with college students is preferred.
5. Excellent communication and interpersonal skills.
6. Ability to plan, organize, and implement responsibilities effectively.
7. Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public.
7. Information Technology Abilities required:
 - Ability to operate a personal computer using the Windows environment
 - Ability to learn and operate a learning management system (Blackboard) for course content, grading and attendance
 - Ability to learn the basic functions of the Jenzabar database system
 - Ability to understand operating a personal computer within the Crowder College Network environment
 - Ability to use E-mail. Check Crowder email regularly
 - Ability to perform basic word processing using MS Word
 - Ability to perform basic presentation functions using MS PowerPoint

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 office environment with minimal exposure to temperature changes, noise, dust or chemicals.
2. The primary working hours will involve day classes. Evening 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.
5. Some student projects may be outside of the normal office environment and similar to a construction jobsite. Appropriate safety precautions will be required.

PHYSICAL DEMANDS

1. Generally sedentary work involving sitting most of the time but will involve mobility within the classroom, labs, and various campus sites.
2. Work may involve the setup and operation of potentially hazardous electrical equipment and the occasional lifting and moving of construction and manufacturing components/materials requiring the lifting of at least 50 pounds.
3. Mobility within the classroom and shop are required.
4. Input, access and distribute information using computers.
5. 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

1. Ability to communicate effectively with a variety of people, including staff, students and the general public, in both written and oral mediums.
2. The position requires the ability to read and understand technical journals and similar publications.
3. The position requires the ability to effectively present information and respond to questions.