

POSITION DESCRIPTION

JOB TITLE: ADVANCED MANUFACTURING TECHNOLOGY INSTRUCTOR

DEPARTMENT: POST-SECONDARY CAREER AND TECHNICAL EDUCATION

DIVISION: ACADEMIC AFFAIRS

SALARY RANGE: \$30,000 – \$46,000, COMMENSURATE WITH EDUCATION AND EXPERIENCE

FLSA: EXEMPT

IMMEDIATE SUPERVISOR: DIRECTOR/DIVISION CHAIR, POST-SECONDARY CAREER AND TECHNICAL EDUCATION

SCHEDULE DETAILS: FULL-TIME/9 MONTH POSITION/PUBLIC SCHOOL RETIREMENT SYSTEM OF MISSOURI

DATE OF LATEST REVIEW/REVISIONS: February 11, 2021

Position Summary

The Advanced Manufacturing Technology Instructor provides formal instruction and program development services in all areas of advanced manufacturing offered by the college. Various instructional strategies are utilized including traditional classroom methods, hands-on demonstrations/participation, computer/web-based instruction, and/or various combinations of approaches. This position supports both the college and the division marketing and recruiting efforts. The position also works to facilitate relationships with industry for advisory input, student internships, and student placement.

Essential Job Duties

- Provide formal instruction and leadership in advanced manufacturing technology (AMT) as assigned utilizing appropriate curriculum, equipment, and materials.
- Work with Division Chair 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.
- Teach 15 credit-hours per semester. (Release from some teaching is possible for special projects, non-credit training, or development activities with administrative approval.)
- 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.
- Prepare course syllabi addressing targeted student abilities, specific competencies, textbook requirements, grading/assessment methodology, course scheduling, and/or other items as required.
- Provide regular, timely reports to students of academic performance including current grades in course(s) taught.
- Establish and/or maintain industry-based advisory panels in support of college-level advanced manufacturing technology program.
- Complete and submit all required third party certification/documentation/reporting forms in a timely manner as specified by bona fide requesting agency or organization.
- 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.
- Participate in marketing and recruiting activities and provide supporting materials as required for the development of advertising promotions such as brochures, media spots, web pages, posters, etc.
- 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.
- Assist in student job placement and follow-up.
- Develop and maintain a professional development plan.
- Participate in professional development activities including workshops, conferences, and meetings.
- Assist in obtaining or maintaining possible third-party accreditation [e.g.- National Association of Manufacturers (NAM), Association for Technology, Management, and Applied Engineering (ATMAE), or similar] for programs taught as assigned.

- Participate in institutional committee work as interests dictate or as assigned.
- Develop awareness of and maintain adherence to local, state, and federal regulations addressing the confidentiality of student information.
- 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 will:

- Devote full time and energy to maximize student-learning outcomes.
- Continue learning through professional development activities.
- Be role models for learning behavior.
- Include students in all facets of instruction, guidance, and academic association.
- Maintain confidential relationships with respect to student information.
- Respect student thought.
- Select appropriate texts and other course materials in conjunction with the division chair and report to the bookstore by the prescribed deadlines.
- Adhere to student abilities and competencies listed in the institutional syllabi of courses taught.
- Return evaluated student exams and papers in a timely fashion.
- Maintain grades and class status information.
- Submit required reports by deadlines.
- Meet classes at the listed times.
- Serve on institutional committees as needed.
- Support college activities.
- Dismiss classes only with prior approval from the supervisor.

Required Knowledge, Skills & Abilities

- Must qualify for and obtain any third-party certifications required by a curriculum provider or certifying organization approved by the college (such as: NAM, AWS, ATMAE, NCCER, etc., or selected vendors) in applicable advanced manufacturing subject areas.
- Must meet basic eligibility requirements to obtain Missouri Technical Education Teacher Certification for post-secondary teaching assignments in advanced manufacturing technology, although actually obtaining such certification is not currently a requirement for employment.
- Associate's Degree in advanced manufacturing, manufacturing technology or closely related area plus two years directly applicable experience.
- Applicants holding no degree will be considered (subject to requirements No. 1 and 2 above) but a minimum of three years of directly applicable experience in 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.
- 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 Career and Technical Education.
- Ability to plan, organize, and implement assigned tasks in an effective and timely manner.
- Ability to establish and maintain positive working relationships with students, other faculty, professional/classified staff, supervision, industrial advisory panels, and the public.

Preferred Knowledge, Skills & Abilities

- Bachelor or Master's Degree in advanced manufacturing, manufacturing technology, or closely related area

Equipment/Software

- Applicant must be able to specify, select, install, operate, and maintain all equipment specified in curriculum materials applicable to the areas being taught.

- Must be fully computer literate and be able to operate a personal computer using the Microsoft Windows environment utilizing common Microsoft word processing, spreadsheet, and graphical presentation applications.
- Must demonstrate ability to access the Internet, perform organized searches, and download/save/retrieve information.
- Must utilize common computer-related tools/applications provided through Crowder's internal computer network such as e-mail, file transfer utilities, and similar programs.
- As required, must complete the college's internal training courses in Web-based instruction and, upon completion, be able to develop and present applicable coursework in an "online" environment.
- As required, must be able to select, setup, and utilize third-party curriculum packages or modules in either a classroom or online learning environment.

Positions Supervised

No direct administrative supervision but occasional task assignment/monitoring for an administrative assistant, student classroom assistant, work-study helper, or student intern. The incumbent may also be assigned limited responsibility in recruiting and mentoring adjunct instructors in the department (i.e. Advanced Manufacturing).

Working Environment

- Generally indoors in a normal classroom as well as shop time in an advanced manufacturing setting. Can involve considerable exposure to temperature changes, noise, dust, or chemicals.
- Working hours: Position is salaried/exempt, with 40 hours per week being considered a normal work load. As with any salaried position, however, it is sometimes necessary to devote additional hours beyond the minimum requirement. Hours are typically Monday through Friday during the day but alternate scheduling on evenings and/or weekends can be expected depending upon specific needs during a particular term. Reasonable prior notice of pending non-typical hours will be provided.
- 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.
- A neat appearance and apparel appropriate to a classroom/shop environment are required.
- The working environment conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical

- Work involves the setup and operation of potentially hazardous equipment and machinery as well as the occasional lifting and moving of industrial and manufacturing components and materials requiring the lifting of at least 50 pounds. Mobility within the classroom and shop are required.
- Input, access and distribute information using computers.
- While performing the duties of this job, the employee is required to stand; walk; sit; use hands to 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 for the assembly of parts and for the avoidance of mechanical and electrical hazards.
- The physical conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Creative and Analytical Skills

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

Language/Communication Skills

- Ability to communicate effectively both orally and in writing. Excellent interpersonal skills with a proven ability to relate to students, faculty, staff, administrators and the community.

- Ability to read, write, speak and understand English.
- Fluency in a second language, such as Spanish, is desirable but not required.

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