

**EAST VALLEY INSTITUTE OF TECHNOLOGY  
JOB DESCRIPTION**

**JOB TITLE:** ADULT HVAC PROGRAM INSTRUCTOR

**DIVISION:** Instruction **STATUS:** Part-Time/Non-Exempt

**DEPARTMENT:** Adult Education **TERM:** Varies

**GENERAL PURPOSE:** Under general supervision the HVAC Instructor in accordance with course competencies/objectives, will perform a variety of routine duties, as needed, to teach the industrial and commercial maintenance trades to students from different backgrounds, ethnicity, nationalities, gender, ages, religions, or disabilities in the classroom and in the lab, using a variety of teaching methods such as lectures and demonstrations and using audiovisual and technological aids to supplement the presentations.

**SUPERVISION RECEIVED:** The HVAC Instructor will be directly supervised by the Adult Ed Director.

**SUPERVISION EXERCISED:** None

**ESSENTIAL DUTIES:**

- ◆ Prepares performance-based objectives and outlines for course of study following curriculum guidelines and requirements of the school, State and Federal initiatives; meets State and local performance measures.
- ◆ Develops annual goals for program improvement; revise and update program curriculum using performance based open entry/open exit individualized curriculum materials, as needed.
- ◆ Organizes program of practical and technical instruction, including demonstrations of skills required in Industrial and Commercial Maintenance professions, and lectures on theory, demonstrations, seminars, guest speakers bi-monthly, techniques, and terminology; prepares outline of instructional programs and studies and assembles materials to be presented; reviews with supervisor, as needed.
- ◆ Instructs students in subject areas, i.e., use, maintenance, and the safe operation of tools and equipment, codes or regulations related to the Industrial and Commercial Technologies program.
- ◆ Instructs students in the importance of accuracy, neatness, efficiency, resourcefulness and good work habits in obtaining employment in the areas of industrial and commercial maintenance.

- ◆ Initiates purchase requisitions for supplies, materials, and equipment following district and the Arizona Department of Education (ADE) procurement policies and procedures; ensures preventive maintenance program for equipment is in place.
- ◆ Assigns lesson to students and corrects homework; administers tests to evaluate achievement of students in technical knowledge and practical skills; records results, and issues reports to students, school and to parents.
- ◆ Keeps records of daily attendance and student progress; reports to supervisor and the registration office per requirements of the District, school, and ADE.
- ◆ Confers with team members, i.e., enrichment instructor, counselor, job developer, etc. to obtain additional information and to gain insight on student behavioral disorders affecting the learning processes.
- ◆ Designs with team members special help programs for low achievers, encouraging parent-teacher cooperation.
- ◆ Presents subject matter to students, utilizing a variety of methods and techniques, such as lectures, discussions, or demonstrations; ensures use of classroom time is organized and that instruction and clean-up can be accomplished within the allotted time.
- ◆ Assists students, individually or in groups, with lesson assignments to present or reinforce learning concepts; responds to basic student questions; may initiate study groups in preparation for exams.
- ◆ Enforces classroom protocols, rules and regulations; maintains classroom discipline; utilizes effective classroom management techniques.
- ◆ Maintains a clean and orderly classroom and lab area; ensures that waste and byproducts are disposed according to Occupational Safety and Health Administration (OSHA) and Environmental Protection Agency (EPA) standards and procedures.
- ◆ Provides feedback to supervisor and co-workers regarding student progress and/or comprehension of course content.
- ◆ Assists students to develop and implement effective study skills, practices and techniques.
- ◆ Assists students to develop and complete resumes, applications for employment, cover letters, etc.
- ◆ Develops and implements record keeping procedures that ensure proper documentation of action plans for success per requirements of supervisor; keeps and reports data required by funding agencies, i.e., attendance, progress, and competency based data for each student.
- ◆ Ensures confidentiality of all program records and student information.

- ◆ Develops a strong understanding of school policies and procedures, ADE requirements, etc.; upholds requirements and policies of the District.
- ◆ Establishes effective and cooperative working relationships with EVIT staff while monitoring student progress.
- ◆ Attends meetings and training per requirements of the supervisor; participates in faculty and professional meetings, educational conferences, and professional development workshops.

#### **MINIMUM QUALIFICATIONS:**

- ◆ 10 years diversified experiences in HVAC to include air conditioning, refrigeration, electrical, shop skills & must be a motivational type instructor. A Bachelor's or associates degree is desirable in Industrial Arts or Industrial Technology Education and 240 clock hours of verified occupational experience in the specific trade to be taught; **OR**
- ◆ 6,000 clock hours of verified occupational experience in the specific trade to be taught; **AND must stay current with regional & state code changes and industry standards as applicable to the program..**
- ◆ Arizona Department of Education secondary or vocational certification in the area of instruction.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◆ Working knowledge of instructional theory, basic education principles, practices and methodologies, the developmental process, competency-based curricula, and general classroom and lab practices.
- ◆ Possesses good organizational skills; knowledge of record keeping procedures, including the ability to collect and organize data and information.
- ◆ Working knowledge of modern office practices and procedures, including applicable computer operations and software, i.e., Microsoft Office Suites, student record programs. Ensure lab supplies and equipment is up-to-date.
- ◆ Ability to establish and maintain appropriate level of authority as well as creating an atmosphere of support and confidence for students.
- ◆ Possesses effective written and verbal communication skills.
- ◆ Ability to develop effective working relationships with supervisors, co-workers, parents and students and the general public.
- ◆ Ability to effectively work with High School aged students and adults.

- ◆ Ability to work independently and to manage work assignments in a highly interpersonal contact environment.
- ◆ Ability to deal effectively with stress caused by workload, deadlines, and situations as they occur.
- ◆ Must be tactful, have good interpersonal skills and sound judgment.

**WORKING CONDITIONS:**

- ◆ The employee hired for this position will work an assigned workweek determined by the Director. Hours vary with program needs. The employee may work evening hours, attending basic functions of the school, such as career fairs, Open House, team meetings and other school-sponsored activities. Instructional planning periods and scheduled meeting times are available after the classroom instructional block.
- ◆ The employee will interact with many types of personalities and other individuals, i.e., family members or friends who may be angry, difficult or indifferent. All these factors may contribute to a stressful environment, and therefore, while this work may be satisfying, it can also be emotionally draining.
- ◆ Classrooms and lab areas will be provided for the Industrial and Commercial Technologies Instructor, where students may work with the teacher individually or in-groups. A desk, computer workstation, printer, and telephone are available for the employee. The employee may be exposed to dangerous chemicals or may operate hazardous equipment related to the training area.
- ◆ Applicable Arizona Statutes pursuant to Title 15 (Education), Title 13 (Criminal), and Title 38 (Public Officers and Employees) prevail. Proof of immunization (*if born on or after January 1, 1957*) and fingerprinting shall be required of all employees.

**I FULLY UNDERSTAND THE JOB DUTIES, RESPONSIBILITIES, AND WORKING CONDITIONS THAT ARE OUTLINED ABOVE AND THAT HAVE BEEN DISCUSSED WITH ME BY MY SUPERVISOR ON \_\_\_\_\_.**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date