



POSITION ANNOUNCEMENT

8811 Career Drive, Piqua, OH 45356-9237

OPEN POSITION: HVAC/R INSTRUCTOR, ADULT DIVISION PART-TIME EVENING
LOCATION: ADULT TECHNOLOGY CENTER
APPLICATION DEADLINE: UNTIL THE POSITION IS FILLED

GENERAL JOB DESCRIPTION:

The instructor will provide instructional activities which are consistent with the program objectives and academic standards adopted and established by the Upper Valley Career Center and the State of Ohio. Hours/Schedule: 5:30 p.m. – 9:30 p.m. Monday – Thursday, as needed.

RESPONSIBILITIES:

Responsibilities include but are not limited to the following:

- Facilitates student learning activities that encourage teamwork, positive peer relationships and reinforces employability skills essential to today's workforce.
- Develops lesson plans that engage adult student learning in both the classroom and laboratory setting.
- Monitors student progress using formal and informal assessment strategies.
- Coordinates with employers to provide real world experiences and opportunities for students.
- Prepares students for industry credential assessments.
- Assists program coordinator with curriculum development, course scheduling and Program Advisory Committee meetings.

QUALIFICATIONS:

- Five (5) years of experience in the residential HVAC/R or Maintenance industry.
- Demonstrates the ability to obtain EPA 608 Universal, R410-A and NATE Certifications.
- Demonstrates a solid foundation of the HVAC/R fundamentals, residential heating, heat pumps and cooling systems, and metal duct fabrication.
- Prior teaching experience preferred.
- Holds or eligible for a valid Ohio Department of Education Adult Education Permit.
- Meets all mandated health screening requirements.
- Maintains a record free of criminal violations that would prohibit public school employment. Able to successfully pass a BCI/FBI background check.
- Maintains compliance with drug-free workplace rules, Board policies, and other applicable procedures/guidelines.

SALARY:

Appropriate placement on the Adult Division Intermittent/Hourly Salary Schedule to be determined by education and experience. Compensation is \$22 per hour, on an as-needed basis. Maximum less than 839 hours in an academic year. One-year contract with opportunity for renewal.

OTHER BENEFITS:

State Teachers Retirement System and Worker's Compensation offered. Upon hire, additional benefits may be offered dependent upon hours worked, job classification, and placement on the Upper Valley Career Center Salary Schedule. Some benefits are a shared cost between the employee and the Board of Education.

POSTED: 11/1/17

PERFORMANCE EVALUATION:

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Upper Valley Career Center.

This job posting description identifies general responsibilities and is not intended to be a complete list of all duties performed. The information contained in this document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes, and unforeseen events.

APPLICANTS MAY APPLY VIA THE DAYTON AREA SCHOOL EMPLOYMENT CONSORTIUM BY VISITING WWW.UPPERVALLEYCC.ORG AND CLICKING THE "EMPLOYMENT AT UPPER VALLEY" LINK LOCATED UNDER THE "ABOUT" SECTION OF THE WEBSITE.

OR

SENDING A RESUME TO: JULIE MILLHOUSE, INDUSTRIAL & TRADES WORKFORCE DEVELOPMENT COORDINATOR, AT MILLHOUSEJ@UPPERVALLEYCC.ORG

Upper Valley Career Center Board of Education and its staff are dedicated to provide equal employment opportunities to all people without regard to race, color, age, military status, ancestry, national origin, sex, religion, or disability. The Upper Valley Career Center is in compliance with the following federal laws: Title VI, VII (Civil Rights Act of 1964), Equal Pay Act of 1963, Title IX, Section 504 of the Rehabilitation Act of 1973, and the 1986 Immigration Reform & Control Act. The Upper Valley Career Center is in compliance with the Title IX regulations. The Title IX Building Coordinator/Grievance Officer Maria Bayless is located at the Upper Valley Career Center, 8811 Career Drive, Piqua, OH, 45356 (937) 778-1980, ext. 284. The Section 504 Coordinator/Grievance Officer Terry McMenamin is located at the Upper Valley Career Center, Adult Technology Center, 8901 Looney Road, Piqua, OH, 45356, (937) 778-8419 ext. 255.