

JF Ingram State Technical College**Job description**

JOB TITLE:

Certification/Training Instructor

(Part-time Not to Exceed 9 Hours per Week Classroom Instruction/Not on Tenure Track)

SUMMARY: This is a part-time position responsible for providing training and oversight to career/technical instructors concerning industry certifications (i.e., OSHA, NCCER, etc.) resulting in achieving and maintaining credentialing standards. This includes classroom instruction, field instruction, and administering assessments in both written and lab environments. This position also involves the creation and implementation of curriculum as prescribed by the Alabama Community College System (ACCS) or the certifying organization. The instructor is responsible for performing duties during the day, evening, or weekend on any JF Ingram State Technical College location as assigned. Related activities will include but not be limited to participating in local, state, regional, and national professional activities and organizations. All duties performed under the direct supervision of the Dean of Instruction. Listed below are the essential functions of the position. These may be modified or others assigned in order to meet the needs of the College.

ESSENTIAL FUNCTIONS:

- Designs, delivers, and facilitates safety, technical, and skills curriculum using prescribed delivery methods and classroom visual/audio equipment while effectively managing instructional time.
- Provides subject matter expertise in accordance with current career/technical industry certification standards as well as design and develop user training programs.
- Performs active learning lessons for troubleshooting mechanical, electrical and safety issues as needed.
- Maintains required training certifications for position held.
- Assesses skills needed to perform specific tasks during lab/practical evaluations.
- Administers and grades all required assessments.
- Conducts refresher training as needed.
- Maintains secondary documentation responsibilities as requested.
- Communicates regularly and effectively with team members and management to enable problem solving.
- Accurately completes all required course paperwork within specified and/or required internal/external timelines.
- Communicates well verbally and orally; possesses good facilitation skills, excellent presentation skills and engaging presentation style.
- Possesses a valid Alabama driver license and be able to be ensured under the College's insurance carrier for in-state travel for training purposes.
- Possesses an understanding of and commitment to the philosophy and mission of a community and technical college.
- Possesses a sensitivity and commitment to cultural diversity.
- Serves on committees as needed.
- Complies with any applicable guidelines and policies set forth by the Board of Trustees, Alabama Community College System (ACCS), and J. F. Ingram State Technical College.
- Performs other professional duties as assigned by the Dean of Instruction, Associate Dean of Instruction, or their designee.

SUPERVISORY RESPONSIBILITIES: Directly supervises students, student aides, and instructor assistants in the occupational program. Carries out supervisory responsibilities in accordance with the college's policies and applicable laws. Responsibilities include planning, assigning and directing student activities, appraising performance, addressing complaints and resolving problems.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

QUALIFICATIONS: Associate’s degree or equivalent [at least sixty (60) semester hours including associate degree core] from a regionally-accredited two-year college or technical school in a career/technical field is preferred. A minimum of three (3) years successful full-time related experience in OSHA, NCCER, or other industry-specific training and/or certifying standards is required. Current industry certification in a construction trades area is required.

LANGUAGE SKILLS: Ability to read, analyze and interpret periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, correspondence, and shop/lab guidelines. Ability to effectively present information and respond to questions from groups of students, coworkers, and the general public.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry as needed.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS: Industry certification equal to or greater than student graduation requirements in instructor’s discipline.

OTHER SKILLS AND ABILITIES: Varied according to program.

PHYSICAL DEMANDS: The physical demands described here 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.

While performing the duties of an Instructor, the employee is regularly required to stand, reach with hands and arms, and talk or hear. The employee frequently is required to walk; use hands to finger, handle, or feel objects, tools, or controls; stoop, kneel, crouch, or crawl; and taste or smell. The employee is occasionally required to sit and climb or balance. Specific physical demands will vary according to program.

The employee may regularly be required to maneuver up to 50 pounds. Specific vision abilities required may include; close vision, distance vision, color vision, peripheral vision, depth vision, and the ability to adjust focus.

WORK ENVIRONMENT: 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.

While performing the duties of this job, the employee may regularly work near moving mechanical parts; in high precarious places; in outside weather conditions; and may be exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, and vibration. The noise level in the work environment may occasionally be loud.

COMMENTS: Instructors in a correctional environment must remain aware of security concerns at all times. The employee must be eligible to enter into any/all Department of Corrections (DOC) facilities in order to perform the job duties and must maintain this status for continued employment.

Reviewed by: _____

Date: _____

Salary Schedule Placement: Local
Part-time/Hourly-wage Position
(Not on Tenure Track)