

North Florida Community College Job Description

Job Title: Welding Instructor
Department: Career Technical Education
Reports To: Associate Dean of Economic Development and Technical Programs
FLSA Status:
Prepared By: Employee Services
Prepared Date: June 11, 2018
Approved By:
Revised Date:

SUMMARY

This is a full time NFCC faculty position instructing high school and adult students in the Welding Technology certificate program. Faculty will be teaching in the welding classroom lab area located at the Madison County High School.

EDUCATION and/or EXPERIENCE

Must have four (4) years of welding work experience within the past seven (7) years.

Must demonstrate excellent written and oral communication skills along with computer skills.

Diploma/certificate in Welding from an accredited community college or technical school preferred.

Current American Welding Society Certification strongly preferred.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Daily teaching duties include class lecture, lesson planning, and classroom management.

Evaluating students' progress in attaining goals and objectives for the Welding Technologies certificate program following the Florida Frameworks published by the Florida Department of Education.

Maintaining program certification requirements, as appropriate.

Preparing and maintaining required documentation and administrative reports.

Ensuring safety and security requirements are met in the classroom and laboratory areas.

Assisting with student recruitment and retention efforts.

Working diligently to maximize student placements in Welding or related field.

Other duties as assigned by Department Head or Program Dean.

Must be able to work evening hours.

Applicant will be fingerprinted and must pass a Federal Level II background screening.

If not currently an AWS, must be willing to become AWS or comparably credentialed within first year of employment.

SUPERVISORY RESPONSIBILITIES

No supervisory responsibilities.

QUALIFICATIONS

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.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Demonstrated ability to incorporate technology into the design and delivery of programs and services that support student recruitment and student success. Ability to establish positive working relationships with various departments within the college, and with professionals at various community agencies.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid Driver's License.

Current American Welding Society Certification strongly preferred.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and 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 is occasionally exposed to wet and/or humid conditions, moving mechanical parts, and fumes or airborne particles. The noise level in the work environment is usually moderate.