

NEACTC HVACR Instructor Job Description

Qualifications:

- Minimum of four years verifiable experience in HVACR field with no degree OR minimum of two years verifiable experience in HVACR field with an Associate's Degree
- Arkansas Department of Elementary and Secondary Education teaching license, Arkansas Department of Career and Technical Education technical permit, and/or willingness to obtain required license and/or permit within the time permitted by JPS and/or the above state licensing organizations
- Training in the following areas:
 - Basic electricity knowledge and practical experience including design of and ability to create both parallel and series circuits
 - Air Conditioning troubleshooting, repair and installation of single and split system units; must know how to size units by CFM (volume) for typical applications
 - Heating with AC, heat pumps, natural gas or other gasses including troubleshooting, repair and installation of single strip wall units to split systems
 - Refrigeration including residential and commercial applications, troubleshooting and repair of applicable units
 - Ventilation, sizing of ductwork and experience in installing and properly installing ductwork to code
 - Familiarity with OSHA and willingness to acquire OSHA training and certification
 - Understanding schematics, blueprints and various layout drawings and their use in the marketplace

Job Requirements:

Program Coordination

- Coordinate and supervise all aspects of the HVACR program of study
- Ensure that HVACR students the importance of earning student college concurrent credit in HVACR
- Ensure that HVACR students earn relevant industry certifications under the direction of the HVACR instructor
- Contact business professionals in the HVACR industry and grow the HVACR advisory committee to meet NEACTC administration goals and objectives for community involvement by industry professionals
- Ensure that HVACR students enroll in an appropriate CTSO (Career Technical Student Organization) such as SkillsUSA and compete as recommended to represent NEACTC
- Participate in course development, assessment, accreditation and planning activities
- Recruit and retain students in the HVACR program of study
- Create a safe, positive environment conducive to learning and appropriate for the physical, social, and emotional development of students
- Meet the physical demands of teaching the HVACR program of study
- Coordinate purchase of equipment and supplies; seek donated materials and machinery from business and industry partners
- Instruct, foster and model skills and abilities needed to be employed in industry, including application process, interviewing, teamwork, communication skills, employability skills, certifications, etc.

Community Involvement

- Build positive relationships and collaborate with community, parents, students, teachers, business partners, administrators and other stakeholders
- Establish and maintain open communication with all stakeholders through a variety of interpersonal, verbal, written and technological mediums
- Coordinate guest speakers, tours, job-shadowing, mock interviews, internship, apprenticeship and other opportunities for HVACR students

Professional Development

- Attend and receive training in areas of instruction as needed for licensure, permitting or as recommended by NEACTC or JPS district administration
- Participate in on-going training to enhance professional skills and acquire knowledge of the most current methods and techniques

Professional Responsibilities

- Maintain and keep ACCURATE records of inventory and district assets used in HVACR program of study
- Service and upkeep of all inventory in HVACR program of study
- Adapt to the policies, procedures, culture and expectations of both Jonesboro Public Schools (JPS) and Northeast Arkansas Career & Technical Center (NEACTC)
- Maintain confidentiality
- Perform job functions with trust, integrity, courtesy, enthusiasm and a commitment to excellence
- Demonstrate regular and prompt attendance
- Be an active and supportive contributor to JPS and NEACTC academic initiatives
- Collaborate with JPS and NEACTC staff colleagues and administrators

CRITICAL NOTE: INSTRUCTOR IS EXPECTED TO COMPLETE ALL DUTIES AS DICTATED BY DIRECTOR AND ASSISTANT DIRECTOR WHICH MAY NOT BE LISTED IN THIS DOCUMENT

4/5/2021 rev.2

Applicant PRINTED Name

Applicant SIGNATURE

Date