

Job Classification: Exempt, Contract Faculty

Work Schedule: Based on Employment Terms as outline in the Faculty Association Agreement

Location: Manhattan, KS Main Campus

Job Type: Full-time

Compensation: Based on Faculty Association Agreement Salary Schedule

Reporting Relationship: Dean of Advanced Technologies

Primary Accountabilities:

The HVAC Instructor will provide instruction for air conditioning/refrigeration courses as well as industrial courses, which may include electrical, industrial control, or other courses as assigned. The Instructor will be responsible for providing students with a complete syllabus containing course objectives; presenting enthusiastic, well prepared, organized, and clear lectures and classroom activities consistent with the course syllabus; continually promoting the development and effective use of skills in areas such as critical and analytical thinking, evaluation, communication, computation, problem solving, and decision-making; providing the student with timely information and feedback on his/her academic progress relative to quizzes, tests, homework, and projects; maintaining accurate, up-to-date records of student academic performance; and possessing a thorough knowledge and understanding of all college policies.

Primary Responsibilities:

I. Instructor responsibilities include:

a) Mastery of Subject Matter

- Demonstrate a thorough and accurate knowledge of the field or discipline
- Display an ability to interpret and evaluate theories in the field or discipline
- Connect subject matter with relatable professional/employment fields of students
- Stay current in subject matter through professional development

b) Teaching Performance

- Work constantly to instill in students the technical and academic competencies and employment behavior expected.
- Prepare for class instruction through appropriately outlined syllabus and can provide written evidence of preparation upon request.
- Employ a variety of instructional techniques, modalities (utilization of Learning Management System), and instructional media consistent with the multitude of resources available applicable to meet the needs and capabilities of the curriculum.
- Develop and maintain a classroom environment conducive to effective learning focused on student-centered practices.
- Support students through retention efforts to include recitation opportunities, office hours, and utilization of supportive academic resource measures
- Develop and enforce appropriate rules and expectations of students in the classroom setting compliant with MATC policies/procedures and that result in a safe, effective learning environment.
- Meet and conduct assigned classes as scheduled and in a professional manner.
- Maintain standards of teaching at the collegiate level and perform according to the Standards of Performance outlined in the MATC policies and procedures.

c) Evaluation of Student Learning

- Effectively administer assessment of student learning and technical objectives.
- Maintain accurate, complete, and correct records as required by accreditation standards, federal regulations, and administrative guidelines.

- Record and submit rosters and final grades as required per college processes

II. College Community Responsibilities:

- a) Support of College Policies and Procedures
 - Effectively manage the departmental budget and work closely with MATC staff to ensure that all assets, materials, supplies, etc., are properly managed and documented per college policy and procedures.
 - Advise students, in cooperation with counselors, administrators, etc., in order to ensure that effective services are identified that will assist students in achieving their objective.
 - Ensure that safe and reasonable precautions are implemented to protect students, equipment, and facilities.
- b) Participation in College and Program Activities
 - Attend and participate in staff meetings, college committees, and college activities.
 - Participate in professional development opportunities both within and outside MATC.
 - Engagement with state meetings, through KBOR, regarding compliance of curriculum of program discipline.
- c) Contribution to the Growth and Enhancement of College Mission and Programs
 - Communicate effectively with staff, students, and the public the mission and operation of Manhattan Area Technical College and the specific program.
 - Cooperate with other members of the MATC staff in planning instructional goals, objectives, and methods.
 - Assist in the operation and management of MATC through effective planning and communication with administration and all staff personnel.
 - Assist in the selection of resource materials and equipment and make facility improvement recommendations.
- d) Perform other duties as assigned by the supervisor.

Qualifications:

- Minimum Associate's Degree in A/C, Heating & Refrigeration Technology; OR Certificate in air conditioning, heating, and refrigeration and 5 years' work experience in A/C Heating & Refrigeration (relevant experience or education may be substituted).
- Bachelor's Degree in related field preferred.
- HVAC Teaching or Training Experience preferred.
- Plumbing Teaching or Training Experience preferred.
- Minimum of 2 years (5 preferred) work experience in the A/C, Heating & Refrigeration field.
- EPA Section 608 certification required.
- Effective oral and written communication skills.
- Ability to interact effectively and professionally with students, staff, and faculty.
- Display a student-centered approach
- Consistently demonstrate the highest levels of integrity and professionalism.
- Proficient with Microsoft Software (ie. Word, Excel, PowerPoint, Outlook, Teams, etc)

Physical Demands:

- Ability to sit or stand for extended periods of time.

- Ability to read screens and print material, and communicate effectively via email, in-person, and phone.
- Ability to lift and move supplies up to fifty (50) lbs.
- Ability to work occasional evenings and attend events as required.

Work Environment:

- Professional and deadline-oriented environment in an educational setting.
- Interaction with students, staff and guests.

NOTICE OF SPECIAL POSITION OF EMPLOYMENT REQUIREMENTS

1. This position description is not designed to cover or contain a comprehensive list of all duties and results to be performed in this position. Duties and Performance standards may be added, subtracted, and/or changed by your supervisor at any time due to changes in department or institutional requirements.
2. Unless exempt due to employment contract signed by the President, all employees of Manhattan Tech are to be considered as an “at-will” employee.
3. All employees of Manhattan Tech are considered “responsible employees” pertaining to Title IX regulations concerning both prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about sexual assault or harassment situations.
4. Manhattan Tech is an equal opportunity employer and complies with EEOC and ADA employment requirements. Manhattan Tech grants equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion or veteran status.
5. All ‘offers of employment’ are subject to criminal background check prior to employment.