

POSITION DESCRIPTION

JOB TITLE: SECONDARY (HS) WELDING INSTRUCTOR

DEPARTMENT: CAREER AND TECHNICAL EDUCATION

DIVISION: ACADEMIC AFFAIRS

SALARY RANGE: COMMENSURATE WITH EDUCATION AND EXPERIENCE

FLSA: EXEMPT

IMMEDIATE SUPERVISOR: CTE DIRECTOR

SCHEDULE DETAILS: FACULTY/FULL-TIME/9 MONTH POSITION/PUBLIC SCHOOL RETIREMENT SYSTEM OF MISSOURI

DATE OF LATEST REVIEW/REVISIONS: MARCH 7, 2025

Position Summary

Provide instruction to secondary students in the Welding Technology program including, but not limited to Oxy-Acetylene Welding, Cutting, Brazing, Soldering, Shielded Metal Arc Welding, Gas Metal Arc Welding, Gas Tungsten Arc Welding, Flux Core Arc Welding, Plasma Arc Cutting, CNC Plasma Arc Cutting, Carbon Arc Cutting, Blueprint Reading and Interpretation, Pipe Layout, Pipe fitting, and Metal Fabrication.

Essential Job Duties

- Provide classroom and hands-on lab instruction to first-year welding students in the secondary welding program.
- Identify curriculum needs and develop innovative activities to address those needs.
- Coordinate and track student work-based learning opportunities.
- Establish and maintain program-specific Business and Industry Leadership Teams.
- Assist with SkillsUSA implementation.
- Participate in professional development workshops, conferences, and meetings.
- Perform other assigned duties and tasks appropriate for the position.

Learning is the key to human growth and development. The primary function of faculty members at Crowder College is to help students maximize their learning. In order to help our students be better learners, faculty members will:

- Devote full time and energy to maximize student learning outcomes.
- Continue learning through professional development activities.
- Be role models for learning behavior.
- Include students in all facets of instruction, guidance and academic association.
- Maintain confidential relationships with respect to student information.
- Respect student thought.
- Select appropriate texts and other course materials in conjunction with the appropriate division chair.
- Return student papers and exams in a timely fashion.
- Maintain grades and class status information.
- Submit required reports and deadlines.
- Serve on institutional committees as needed.

Required Knowledge, Skills & Abilities

- Must have a Missouri Teacher Certification, Missouri Career Education Teaching Certification, or a minimum of two years of closely related experience which would qualify you for certification.
- Ability to work well under pressure
- Excellent communication and interpersonal skills
- Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public

Preferred Knowledge, Skills & Abilities

- Associate or Bachelor's Degree

Positions Supervised

- None

Working Environment

- Classroom and lab environment with exposure to noise, dust, and chemicals in the lab setting
- Regular school hours with some adjustment of time for weekends and evenings
- A neat appearance and appropriate businesslike apparel are required.
- The work environment characteristics described here represent those an employee encounter while performing this job's essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical

- Ability to work within shop environment using welding equipment where lifting and mobility is required.
- While performing the duties of this job, the employee is required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.
- The physical conditions herein 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.

Creative and Analytical Skills

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to devise or modify methods or processes to solve specific problems.

Language/Communication Skills

- Ability to communicate effectively both orally and in writing. Excellent interpersonal skills with a proven ability to relate to students, faculty, staff, administrators and the community.

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