

## POSITION DESCRIPTION

---

**JOB TITLE:** WELDING INSTRUCTOR

**DEPARTMENT:** CAREER AND TECHNICAL EDUCATION

**DIVISION:** ACADEMIC AFFAIRS

**SALARY RANGE:** COMMENSURATE WITH EDUCATION AND EXPERIENCE

**FLSA:** EXEMPT

**IMMEDIATE SUPERVISOR:** DIRECTOR OF POST-SECONDARY CTE PROGRAMS & JOPLIN INSTRUCTIONAL CENTER

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

**DATE OF LATEST REVIEW/REVISIONS:** April 7, 2025

### Position Summary

The instructor is responsible for planning, preparing, implementing, teaching, and evaluating classroom and laboratory instruction for the post-secondary Welding program. Knowledge of welding processes including but not limited to Oxyacetylene 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.

The position will require updating curriculum to reflect changing technologies in the welding industry through active business and industry engagement. This position will be housed at the Crowder College – Joplin Instructional Center.

### Essential Job Duties

- Provide classroom and laboratory hands-on instruction in all areas of welding technology.
- Assess student learning in meeting industry-standard competencies.
- Identify and develop curriculum and instructional resources in support of current and emerging program needs.
- Assist with student recruitment and job placement.
- Establish and/or maintain an industry-based Business & Industry Leadership Team (BILT) in support of the Welding program.
- Participate in professional development workshops, conferences, and meetings.
- Stay up-to-date with industry developments and trends.
- Teach a minimum of 30 credit hours per year.
- Maintain regular office hours.
- Participate in college-wide initiatives.
- Perform other assigned duties and tasks as 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. 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**

- Two to five years of occupational experience directly related to the welding industry.
- Ability to plan, organize, and implement assigned tasks in an effective and timely manner.
- Excellent communication and interpersonal skills.
- Ability to establish and maintain positive working relationships with students, other faculty, professional/classified staff, supervision, industrial advisory panels, and the public.

**Preferred Knowledge, Skills & Abilities**

- Associate or Bachelor's Degree in related field.
- Missouri Teacher Certification, Missouri Career Education Teaching Certification, or a minimum of two years of closely related experience which would qualify you for certification.

**Equipment/Software**

- Must be fully computer literate and be able to operate a personal computer using the Microsoft Windows environment utilizing email, online grading software, online instructor resources and common Microsoft word processing, spreadsheet, and graphical presentation applications.

**Positions Supervised**

- None

**Working Environment**

- Classroom and lab environment with exposure to noise, dust, and chemicals in the lab setting.
- Normal college working hours but adjustment of hours involving evening and/or weekend work may be required from time to time.
- 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 with classroom equipment and requires mobility within the classroom/shop and campus.
- 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.

CROWDER COLLEGE RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS POSITION DESCRIPTION IN ANY WAY THE INSTITUTION DESIRES. THIS POSITION DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL JOB DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. *THIS POSITION DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS "AT-WILL."* THE AFOREMENTIONED POSITION REQUIREMENTS ARE SUBJECT TO CHANGE TO REASONABLY ACCOMMODATE QUALIFIED INDIVIDUALS WITH A DISABILITY.