



## **FACULTY POSITION DESCRIPTION and EMPLOYMENT AGREEMENT**

### **POSITION TITLE**

Plumbing Instructor

### **LINE AND STAFF RELATIONSHIPS**

This position reports to the Dean of \_\_\_\_\_

### **TERM OF EMPLOYMENT**

12 Months or 9 months

### **FLSA STATUS and POSITION TYPE**

Exempt and Unclassified

### **GENERAL POSITION SUMMARY**

Plumbing Instructors prepare individuals to practice as licensed plumbers by applying technical knowledge and skills to lay out, assemble, install and maintain piping fixtures and systems for steam, natural gas, oil, hot water, heating, cooling, drainage, lubricating, sprinkling, and industrial processing systems in home and business environments. Includes instruction in source determination, water distribution, wastewater removal, pressure adjustment, basic physics, technical mathematics, blueprint reading, pipe installation, pumps, welding and soldering, plumbing inspection, and applicable codes and standards.

### **DUTIES & RESPONSIBILITIES OF INSTRUCTIONAL FACULTY**

*(The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

1. Maintain performance standards and pursue goals, objectives, and activities that promote the Mission of the College. Each faculty member will be evaluated annually by students, supervisors, and possibly by peers.
2. Participate in professional development activities that enhance the faculty member's effectiveness.
3. Attend and provide meaningful instruction for all class sessions during the semester. Be punctual in class attendance and provide instruction for the complete class period. Make appropriate arrangements for necessary absences according to college policies.

4. Make adequate preparation for the instructional process to ensure that course content is presented in a professional manner, with adequate opportunity for students to engage in dialogue about the material, and such that the learning process is facilitated for students with varying learning styles.
5. Utilize appropriate classroom management to create a learning environment in which all students are treated equitably and with respect.
6. Collaborate with departmental (college-wide) colleagues in the selection of library resources, software, and textbooks and in the development of master course syllabi.
7. Develop and distribute on the first day of class, course syllabi that are in accordance with approved master syllabi and which describe in detail the requirements of the course, attendance policy, assessment strategies, grading system, appropriate safety procedures, classroom management policies, and other information as appropriate.
8. Develop and administer final examinations to students during the scheduled exam periods and in accordance with College policies.
9. Use a variety of assessment strategies throughout the semester to maximize student success, including assessment of program learning outcomes and student learning outcomes.
10. Maintain accurate attendance, progress, and evaluation records in Canvas.
11. Monitor the enrollment of students in classes by directing students who are not officially enrolled to the appropriate division office to correct enrollment problems and by restricting attendance to officially enrolled students.
12. Adhere to all timelines established by the College, particularly with respect to submitting grade rosters, IBC's and credentials, reporting non-attendance of students, and by responding in a timely manner to records inquiries and other communications about students.
13. Maintain program accreditation certification or program licensure requirements.
14. Instruct students in the safe and proper use of equipment and supplies and in procedures for proper housekeeping and storage of materials. Document student training on equipment with sign in sheets.
15. Maintain care of classroom, shop, and lab facilities. Including care of equipment and supplies with documentation in accordance to safety and inventory requirements.
16. Maximize the use of advanced technology, including the use of computers and related strategies, in the classroom as appropriate.
17. Provide classroom instruction in accordance with the Americans with Disabilities Act of 1990, College and federal harassment policies, and other legal requirements.
18. Obey and enforce College policies that prohibit the use of food in the classroom, smoking on College campus, drugs/firearms on campus, and the destruction and misuse of all College property.

19. Serve as academic advisor and participate in recruitment and retention activities for students in programs within the division.
20. Perform registration assignments as scheduled by supervisor.
21. Participate in committee activities within the division and at the campus and College levels including OAC and accreditation activities and meetings.
22. Assist students with information about job opportunities in the discipline or program, with certification or licensure information, and with information about articulated programs and course work at secondary and postsecondary institutions.
23. Attend Convocation, faculty meetings, departmental meetings, fall and spring graduation.
24. Be receptive to requests from colleagues, students, and administrators to serve in a voluntary capacity in such situations as coverage of a colleague's class on an emergency basis, coverage of the divisional office on an as - needed basis, speaking engagements, recruitment activities, assisting in or supporting student activities, or assisting at local conferences.
25. Communicate effectively with students, colleagues, and supervisors and utilize appropriate channels of communication with all members of the College community.
26. Be accountable for a forty-hour workweek. Faculty teaching loads during the academic year shall include such combinations of on- and off- campus, day, evening, online, and weekend classes as the needs of the college require. The maximum number of instructional contact hours per week for full time faculty shall be determined by policy as approved by the Chancellor by may not exceed thirty (30). For faculty whose courses involve laboratory and clinical responsibilities with extensive contact hours or who teach courses with low enrollment, a teaching load equivalent may be calculated on local college policy.
27. Hold a minimum of two OAC meetings each academic year with no less than five members in attendance from the industry represented by the program.
28. Represent the College in manner, appearance, and behavior that promotes a positive image of the College within the community.
29. Other duties as assigned.

Preferred qualifications would include:

- Associate Degree in the discipline OR Technical diploma AND demonstrable competencies (see examples below) equivalent to two years post-secondary education OR a minimum of four years of relevant full-time experience. (Competency can be gained through a combination of formal education, apprentice programs, work or teaching experience, professional performance in the subject area, industry-based certifications, and/or qualifications set by the licensing or accrediting organization for the subject area.)
- Excellent attention to detail and ability to work with precision.
- Strong problem-solving skills and ability to trouble shoot issues.
- Excellent oral and written communication skills

- Must possess good interpersonal skills
- Understand the mission of NLTCC
- Ability to manage multiple and competing priorities. **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, and handle or feel objects and controls. Must have physical capability to effectively use and operate various items of office related equipment such as, but not limited to, a personal computer, calculator, copier, and fax machine. Must be capable of standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, pushing, and pulling within the scope of assigned duties. May be occasionally required to drive a motor vehicle locally and out of town.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*The job description does not constitute an employment agreement between the college and employee and is subject to change by the college as the needs of the college and requirements of the job change.*

Chancellor	Date	Faculty Member	Date
Director of Human Resources	Date	VC of Academics	Date
Faculty Dean	Date		