

Job Title: HVAC Instructor – West-MEC Career Academy @ Agua Fria

Supervisor: Campus Administrator

Employment Terms: 11 Months

Salary Range: \$65,650 - \$90,900

Location: West-MEC Northeast Campus – West-MEC Career Academy @ Agua Fria
1617 W Williams
Phoenix, AZ 85027

Skill Sets:

- Customer Service
- Communication
- Critical Thinking
- Personal Management
- Leadership
- Professional Management
- Computer Technology
- Teamwork

Essential Duties and Responsibilities:

- Provides instruction to improve student achievement in the HVAC-R Program
- Demonstrates and differentiates instructional methods for the purpose of providing an effective program that addresses individual student learning needs
- Develops a variety of written materials (e.g. syllabus, unit and daily lesson plans, curricular maps, assessments, attendance records, anecdotal communications, etc.) for the purpose of documenting and communicating student progress
- Assesses student progress towards objectives, expectations, and/ or goals for the purpose of planning instruction, providing feedback to students and communicating achievement
- Manages student behavior in a variety of educational environments by providing a safe and positive learning environment
- Engages students in leadership development by serving as an advisor for student organizations (CTSO)
- Assist students to complete service learning projects
- Communicates effectively with students, parents and colleagues at the campus level to improve the overall quality of student outcomes and achievement of established program goals
- Participates in a variety of meetings and professional development activities for the purpose of professional growth in an educational setting
- Establishes and maintains a good rapport with community partners and advisory councils
- Report student enrollment data
- Performs other related duties as assigned to strengthen the program

Knowledge and Skills:

- Associates Degree or Bachelor Degree

- Ten years' related industry experience that includes work with heating, air conditioning, ventilation, refrigeration and chiller repair
- EPA approved Universal Technician Certification
- Able to acquire Arizona Department Education (ADE) CTE provisional K-12 teaching certificate and work towards a standard CTE teaching certificate
- Willingness to work with high school youth and adults
- Demonstrate good people skills
- Strong organizational and communication skills
- Able to work afternoon, evening and weekend hours
- Understands computer technology and able to use as an integral part of instruction

Requirements:

- Must pass a fingerprint clearance and background check
- Obtain an Arizona Driver's License

Evaluation: This position has a 90-day probation period, plus a yearly evaluation

Closing Date: Open until filled

Start Date: ASAP

Application Procedure:

Submit online application: <https://www.west-mec.edu/about-us/careerswest-mec>

Include:

- Letter of interest
- Current resume
- Three professional references (names, addresses and phone numbers)

Western Maricopa Education Center is an Equal Employment Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Civil Rights Act Title VII of 1972, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990. Western Maricopa Education Center does not discriminate on the basis or race, color, religion, national origin, sex, disability or age in employment or in any of its educational programs or in the provisions of benefits and services to students.