

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:

- 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)

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