

FORT SCOTT COMMUNITY COLLEGE
Position Description

NAME: _____ **JOB TITLE:** Harley-Davidson Instructor

DIVISION/DEPARTMENT: Harley-Davidson

RESPONSIBLE TO: Vice President of Academic Affairs

MONTHS PER YEAR: 10 **HOURS PER WEEK:** 32-40 **UPDATE:** 2/2018

CREDENTIALS:

- Associates Degree in vocational mechanics, Bachelor's Degree preferred.
- Teaching experience or equivalent part-time experience in higher education or in another related adult learner setting preferred; experience with Harley Davidson software and equipment preferred.
- Ability to work with, relate to, and teach diverse populations of all abilities.
- Strong organizational skills and effective oral and written communications skills.
- Ability to work flexible hours
- Ability to use Talon software and time clock.
- Ability to use classroom technology.
- Understanding of the role and students of the community college; strong interest in student achievement.
- Ability to establish and maintain effective collaborative relationships with various departments on campus as well as other employees, students, representatives of the Harley Davidson Co., and the public.

JOB PURPOSE:

This position is responsible for day-to-day classroom instruction, curriculum development and implementation, and assessment in the Harley Davidson program.

MAJOR JOB DUTIES:

- Teach classes, including day, evening, or weekend classes, as needed; work in lab as needed.
- Develop and improve curriculum for the Harley-Davidson program at FSCC, including the development of detailed lesson plans and notebooks as required by the Harley-Davidson Co. (2 weeks of lesson plans per class per week until completion, then keep current).
- Stay current on Harley-Davidson curriculum and updates; ensure that all equipment and digital technology are up to specifications. Attend Harley-Davidson trainings.
- Keep the shop areas clean, including supervising students to maintain a level of cleanliness to meet or exceed industry standards as part of the curriculum.
- Monthly inventory of motorcycles, drive systems, and shop tools; monthly inspection of shop safety. (a monthly rotation of all instructors—cannot be done by students)
- Dress professionally in the Harley-Davidson logo attire.
- Be available to advise students during registration period whenever needed.
- Participate in recruitment and advocacy activities as warranted.
- Maintain office hours to be available for student needs.
- Promote the college and all employees in a positive manner at all times.

Employee: _____

Signature

Date

All job descriptions are subject to revision based on changing needs of the college.