FORT SCOTT COMMUNITY COLLEGE
Position Description

JOB TITLE: Instructor, Heavy Equipment Operator

DIVISION/DEPARTMENT: Academic Affairs

RESPONSIBLE TO: Vice President of Academic Affairs

MONTHS PER YEAR: 10 **HOURS PER WEEK**: 30 **REVISED:** 10-26

CREDENTIALS/EDUCATION:

- Bachelor's degree in Technical Education preferred or NCCER (National Center for Construction Education and Research) certified instructor status or OSHA 30 or 500 training cards.
- Verifiable 3 years of work and/or teaching experience in Heavy Equipment Operation
- Strong emphasis in residential & light commercial systems preferred
- Candidates must hold at least one HEO industry recognized credential and a current OSHA certification
- Experience with driving and maneuvering heavy equipment preferred
- Interest in and ability to develop and maintain a program utilizing latest technology
- Have the ability to relate to students, FSCC partners/stakeholders, advisory boards and contractors
- Strong written and verbal communication, organization, and project management skills

JOB PURPOSE: Teach and coordinate theory, simulator, and driving classes, consisting of safety, tools, and industry specific communication and employability skills. Develop in students a firm ability and understanding of HEO theory & basic practices.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Recruit students to program and participation in student organizations.
2. Actively promote broad industry involvement and support for the program.
3. Teach assigned classes in keeping with approved course outlines, including updating of course syllabi.
4. Be responsible for class preparation and classroom management for all assigned courses.
5. Maintain and post office hours for student advisement and assessment and building operation.
6. Assist with programmatic decisions as assigned by the supervisor.
7. Maintain appropriate student records for reporting.
8. Participate in program review and assessment practices of the institution.
9. Submit all required student reports on time to the appropriate office.
10. Perform such extra class duties as may be assigned by administration.
11. Counsel students as needed, realizing an instructor is many times is in the best position for effective guidance.
12. Be a good public relations agent, both in the classroom and the community.
13. Assist with maintaining a clean, safe and well organized facility, tools, equipment and storage used for this program

Reviewed by Employee: _____ _____
Signature Date

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