



MCDOWELL TECHNICAL COMMUNITY COLLEGE

Job Description Form

Division/Department	Career and Technical Education
Job Title	Coordinator/Instructor, Air Conditioning, Heating, and Refrigeration Programs
Reports to	Director of Construction Technologies

Level/Grade	Type of position: <input type="checkbox"/> Full-time Permanent <input type="checkbox"/> Full-time Temporary <input checked="" type="checkbox"/> Part-time Temporary <input type="checkbox"/> 9.5 month <input type="checkbox"/> 12 month	
Revision Date 5/15/2023		

INTRODUCTION TO MTCC

Location

MTCC is located in Marion, N.C., a small, pleasant town at the edge of the Blue Ridge Mountains with the tagline, "Where Main Street Meets the Mountains." Just off Interstate 40, Marion is located approximately 35 miles east of Asheville in McDowell County.

The College

Our Vision at MTCC is to *learn and grow* while focusing on individuals, our community, and our institution. In our recently-launched Vision 2025 Plan, we established a new set of College Value statements that guide our employees' work:

- We are **Caring** and **Supportive** of all.
- We are **Reliable** and **Available** when needed.
- We are **Sincere** in our Commitment.
- We are **Amazing**.

Institutional Goals—All employees play a role in our collective work to make measurable progress by the end of 2025 towards each goal.

- Goal 1: Access—We will expand learning opportunities and remove barriers to enrollment.
- Goal 2: Retention and Progression—We will enhance student support with holistic, wrap-around student services and decrease barriers to persistence.
- Goal 3: Quality—We will improve quality through intentional partnerships and finding equitable solutions to enhance the learning environment.
- Goal 4: Success-- We will increase opportunities for student success and transitions to further education or employment.

GENERAL RESPONSIBILITIES

Under the supervision of the Director of Construction Technologies, the Associate Dean of Career and Technical Education and the Dean of Curriculum Programs and in accordance with the overall plan of the College, the Coordinator of Air Conditioning, Heating, and Refrigeration Programs will provide effective learning conditions for all students through the design, planning, organization, execution, and evaluation of student performance in assigned areas, curriculum courses, classes or programs.

SPECIFIC RESPONSIBILITIES

Division/Department Career and Technical Education

1. Instruct scheduled courses in Air Conditioning, Heating, and Refrigeration in accordance with the Program of Study and the description published in the MTCC Catalog and the North Carolina Community College System Common Course Library.
2. Collaborates with the Associate Dean of CTE and/or Director of Construction Technologies in developing, implementing, and evaluating the curriculum and program outcomes. Works with Distance Education to develop effective online supplemental materials and coursework.
3. Participates in planning, implementing, and evaluating program policies for admission, progression and retention to support students in meeting graduation requirements.
4. Assists with establishing work-based learning and apprenticeship sites and guidelines for students and preceptors.
5. Assists with coordination of observational experiences with workforce and industry partners.
6. Participates in departmental, advisory, and administrative support committee meetings as scheduled.
7. Instruct course load in compliance with faculty workload policy for adult students, workforce development and dual enrollment programs to include day/evening/weekend semester schedules when necessary.
8. Schedule and post regular office hours for consultations with students.
9. Accurately complete and submit paperwork in a timely manner to the appropriate area, including: office hours, course syllabus for each course taught, attendance rosters, grade sheets, drop/add forms, independent study forms, course substitutions, credit by exam forms, surveys, etc.
10. Assist the Associate Dean of CTE and/or Director of Construction Technologies in maintenance of current and permanent official student records with storage that prevents damage and unauthorized use in compliance accrediting and certifying agencies.
11. Recommend textbooks and equipment with Associate Dean of CTE and/or Director of Construction Technologies in accordance with the college's textbook ordering procedures.
12. Supports the college in planning and implementation of diversity, equity, and inclusion.
13. Actively recruit students by participating (as schedule permits) in recruiting functions on and off campus.
14. Implement all policies as established by the Board of Trustees.
15. Actively participate in professional development activities and Maintain current knowledge in the appropriate academic fields; participates in staff development programs, workshops, seminars, and other continuing education programs as appropriate.
16. Perform other duties as assigned.

QUALIFICATIONS

Minimum Required

Associate's degree in Air Conditioning, Heating, and Refrigeration, or related field with at least one (1) to two (2) years' experience in the field or a combination of education and experience. Candidate must be a dependable, dedicated professional and highly motivated self-starter. Must possess excellent oral and written communication skills and proficiency with computer software and learning management systems and teaching in an online learning environment. Demonstrate competence in subject matter and be dedicated to adult and community college education. Ability to present a professional teaching presence in both online and in-person courses for theory and practical skills to develop rapport with students, faculty and workforce industry partners

Preferred

Bachelor's degree or higher in related field with three (3) to five (5) years of practical work experience in the Emergency Management field; and equivalent combination teaching experience are preferred. Bilingual a plus.