



CISCO COLLEGE

*Job Posting*  
**Dual Credit HVAC/R Instructor**

Date Posted: September 12, 2019  
Posting End Date: Until Filled

Cisco College is accepting applications for the position of Dual Credit HVAC/R Instructor. This position requires an Associate's Degree in Industrial Technology or Certificate in HVAC/R Technology or a combination of college prep work and at least 3 years related course work experience and evidence of teaching ability. This position requires a clean driving record and an applicant must be able to pass a criminal background check. An applicant must be self-directed and able to manage multiple dual credit courses at various high schools. This position requires the instructor to travel to various high schools within an 80-mile radius but will be based at the Abilene Campus of Cisco College. This individual will report to the Division Chair of Industrial Technology. This is a 9-month position, plus benefits. Resume packages are received via email, fax, and USPS, but email is preferred. Resume packages will be accepted until the position is filled.

CISCO COLLEGE offers a generous benefit package, including comprehensive medical, dental, and vision insurance. For the medical benefit only, member-only coverage along with \$5,000 of basic term life is provided at no cost to the employee. Other coverages are selected by the employee and payment made through payroll deduction.

The benefits of working in higher education are many and allow you to plan well for your future. Cisco College offers retirement savings such as Teacher Retirement System or Option Retirement Plan – for qualified positions.

*Please note: A complete resume package must include a cover letter, completed Cisco College Application (available on the Employment Page of the college website at [www.cisco.edu](http://www.cisco.edu)), resume or Curriculum Vitae (CV), and unofficial copies of transcripts. Please ensure you include all required documents with your submission. Incomplete packages will be returned unprocessed.*

Resume packages should be submitted to:

Shelli Garrett

Director of Human Resources

Cisco College

101 College Heights

Cisco, Texas 76437

254-442-5121

[shelli.garrett@cisco.edu](mailto:shelli.garrett@cisco.edu)

Cisco College is an Equal Opportunity Employer

# CISCO COLLEGE

## FACULTY JOB DESCRIPTION

**Job Title:** Dual Credit HVAC/R Instructor  
**Reports to:** Division Chair  
**Last Reviewed:** 9-11-2019

### **Job Summary**

The primary responsibility of this individual is to provide quality instruction to Cisco College students. Responsibilities may include teaching a variety of courses. Teaching courses through various mediums, teaching at a variety of locations and teaching a varied schedule of day and evening courses are also possibilities.

Faculty members at Cisco College are expected to accomplish assigned duties in an efficient, effective and competent manner, and to strive for improvement and excellence in all work performed. Additionally, faculty are asked to demonstrate a commitment to the comprehensive role of the community college as stated in the College Mission, and to cooperate and work harmoniously with College personnel and the public. All Cisco College employees are expected to follow College policies, rules, regulations, and guidelines that relate to the specific position.

### **Primary Duties**

1. Provide quality learning experiences for students and maintain the integrity of course standards and objectives. Meet class punctually and keep class throughout the scheduled time as appropriate to provide quality learning experiences.
2. Follow the College's guidelines for course syllabi and state clear learning objectives and assessment criteria. Assess student learning and provide consistent feedback to students for improvement.
3. Maintain five regular office hours per week designated as time available to assist students. Be available by appointment for additional hours according to student needs. Post hours on office door, clearly demonstrate availability and submit hours to supervisor.
4. Actively seek to stay current in the instructional discipline and in teaching and learning theory by participating in professional development. Follow through by making adjustments in delivery of courses to provide quality learning opportunities for students.
5. Support the mission of the College by serving on College committees, attending division and faculty meetings, and submitting all required paper work in a timely manner.
6. Participate in academic advising and registration with a positive attitude toward helping students. Stay current on advising policies.
7. Assist the Division Chair with divisional duties including but not limited to: scheduling, program planning, curriculum development, institutional effectiveness, assessment, catalog and website updates.
8. Complete all elements of the Faculty Evaluation Plan including having students evaluate courses and working with the Division Chair to establish goals and evaluate performance.

9. Participate actively in the College's Institutional Effectiveness and Assessment of Student Learning Programs to develop a more effective learning environment for Cisco College students.
10. Cooperate and maintain professionalism with the Administration, Division Chairs, Faculty, Staff, and other members of the College community to facilitate the learning process.
11. Communicate clearly and effectively using the college network system, including e-mail, word processing, and the Campus Connect / FAS Module.
12. Represent the College in a professional manner to all constituencies and the general public.
13. Perform other related duties as assigned by the Division Chair and College Administration.

### **Minimum Qualifications**

1. Credentials appropriate to the specific Academic Transfer, Developmental or Career and Technical Education position.
2. Effective verbal and written communication skills.

### **Preferred Additional Qualifications**

1. Teaching experience at the college level.
2. Active participation in relevant professional activities and organizations.