INDIAN RIVER STATE COLLEGE
ADJUNCT FACULTY POSITION DESCRIPTION

POSITION TITLE: Adjunct Instructor

DISCIPLINE: Air Conditioning, Heating, and Refrigeration

LOCATION: Main Campus – Fort Pierce, Gifford Alternative Education Center; Indian River Correctional Institution

SUPERVISOR: Donna Rivett, Associate Dean of Industrial Education

VICE PRESIDENT: Alan Roberts, Ed.D., Vice President, Applied Science and Technology

CLASSIFICATION: Part Time Faculty

CLASS: N/A

SUPERVISORY: No

FUNDING: I

FLSA STATUS: Exempt

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:

The qualifications for this position include:

- This position requires five (5) years of Residential and or Commercial HVAC experience and universal EPA certification;
- An A.S. degree from an accredited institution is preferred;
- Thorough knowledge of the air conditioning and refrigeration systems;
- Knowledge of heating systems and duct construction;
- Ability to read and interpret schematic diagrams and HVAC building construction plans;
- Knowledge of heating and cooling load calculations;
- Some computer skills or willingness to learn;
- All instructors must meet the appropriate credentialing requirements for the Southern Association of Colleges and Schools (SACS).

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

The essential job functions and job responsibilities for this position include, but are not limited to:

- Teaching day and or evening HVAC classes;
- Teaching beginning and intermediate refrigeration and heating classes;
- Teaching beginning and intermediate classes of electricity connected with HVAC industry.

SPECIFIC DUTIES AND RESPONSIBILITIES:

The specific responsibilities for this position include, but are not limited to:

1. Teaching Air Conditioning, Heating and Refrigeration classes;
2. Willingness to teach evening classes;
3. Teaching either clock hour (PSAV) vocational classes or credit (PSV) classes;
4. Maintaining competency records of students in classes assigned;
5. Willingness to modify and improve lesson plans of classes assigned;
6. Supervising internships;
7. Justifying and reporting grades of students in classes assigned.
ESSENTIAL PHYSICAL SKILLS:

This position requires an ability to sit and stand for extended periods of time and to present oral lectures/demonstrations, walk, bend, lift, reach up, stoop, and carry items occasionally in excess of fifty (50) pounds. Some lifting of computer and electronic equipment may be required. It also requires manual dexterity to operate standard office machines, such as, copier, fax, calculator, telephone, and other equipment as necessary. IRSC expects its employees to follow proper safety standards while employed by the College.

This description is intended to indicate typical kinds of tasks and levels of work difficulty that will be required of positions given this title and shall not be construed as declaring every specific duty and responsibility of the particular position. This job description is not intended to be a contract for employment, and the employer reserves the right to make any necessary revisions to the job description at any time without notice.

Please sign and date this document. This fully executed job description becomes evidence of sufficient job requirement disclosure and acceptance and is incorporated into permanent record. A copy of an executed job description must accompany any single position application notice and/or set of application materials.

________________________________  ______________________________________  _________________________
Applicant/Employee Printed Name  Applicant/Employee Signature  Date