



JOB TITLE	DEPARTMENT	REPORTS TO
Career and Technical Education Teacher-Part Time	School Based	Principal/Director

Position No: 51072	Length of Work Year: Part Time
Salary Schedule: Hourly	Date Approved: 1/24/24
FSLA: Non-exempt or Exempt	Date Revised:

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Possess a high school diploma, with associate degree or higher in a related field preferred 2. Possess extensive welding experience. 3. Verified training or classroom experience. 4. Possess welding certifications. 5. Demonstrated ability in welding and knowledge of welding techniques and equipment required. 6. Possess proficient computer skills including strong foundation in Microsoft Office applications, including Word, Excel, Access, and PowerPoint. 7. All instructors must meet the appropriate credentialing requirements for the Southern Association of Colleges and Schools (SACS).
DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Construct and deliver classroom lectures. 2. Demonstrate welding techniques and procedures. 3. Require safe welding practices at all times. 4. Recruit students. 5. Maintain supplies, equipment, and materials for the welding classroom and lab, with input from the Department Chair of Applied Technology. 6. Report any malfunctions or breakage of equipment to the proper staff. 7. Construct class syllabus. 8. Use Angel or other Learning Management System used by IRSC. 9. Maintain student files. 10. Provide student grades in a timely fashion. 11. Maintain student attendance records. 12. Manage lab tools and equipment to minimize theft and breakage. 13. Participate with Welding Advisory Committee. 14. Complete other duties and responsibilities as assigned.
PHYSICAL DEMAND CLASS:
<p>Medium Heavy (MH) - Frequent lifting and carrying of objects weighing 35 pounds or less. Infrequent lifting and carrying of objects weighing 35-70 pounds. Continuous walking and/or standing is required to carry out duties. Infrequent walking at fast pace and/or running may be required.</p>