



Adult Education Evening Instructor for Heating, Air Conditioning & Refrigeration Mechanic & Repair

STARTING DATE: 2017 -2018 Academic Year

REPORTS TO: Supervisor of Adult Education

WORK YEAR: Part time as scheduled

SALARY RANGE: \$20 per hour

QUALIFICATIONS INCLUDE BUT NOT LIMITED TO:

- Minimum high school diploma or equivalent
- Appropriate valid Ohio teaching license/certificate
- Minimum of 5 years documented experience in the HVAC Industry
- Ability to communicate effectively in an adult education environment
- Dependable and flexible to various work schedules
- Ability to maintain a clean and organized workshop
- Highly motivated self-starter with excellent organizational skills
- Strong positive interpersonal and public relation skills
- Must work well in a cohesive team atmosphere
- Documented evidence of a clear criminal record

RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:

- Ability to instruct, retain and successfully complete students in the full and part time Heating, Air Conditioning & Refrigeration Mechanic & Repair course of study
- Must be able to monitor supplies and materials, submit orders to the adult education secretary, track purchases, and stay within budgeted appropriations as determined by the Adult Education Supervisor.
- Ability to work evening during the academic year from 4 p.m. until 10 p.m. Monday through Thursday
- Maintain complete and accurate records as required by law, district policy and administrative regulation
- Actively assist in upholding and enforcing school rules, administrative regulation and Board Policy
- Remain free of any non-prescribed controlled substance or alcohol abuse in the workplace throughout employment
- Assume any other responsibilities as assigned by the Board of Education, Superintendent, Supervisor, or their designee(s)

DEADLINE: Open until filled. Submit letter of interest, Penta application and résumé.

APPLY TO: Board of Education Office
Penta Career Center
9301 Buck Road
Perrysburg, OH 43551