



1783 State Route 60, Ashland, Ohio 44805-9377 (419)289-3313 (800)686-3313 Fax (419)289-3729

POSITION NOTICE

POSITION: HVAC/R Instructor (Part-Time Position)

LOCATION: Ashland County-West Holmes Career Center, Adult Education, 1783 State Route 60, Ashland, Ohio 44805

CERTIFICATION: Adult Education Teaching Permit (or the ability to get one)

QUALIFICATIONS:

- High school diploma or equivalent
- Three (3) years of experience in the field of heating, ventilation, air conditioning & refrigeration with knowledge in basic plumbing
- Must possess EPA 608 Universal certification
- Basic knowledge in computer skills, including Microsoft Excel, Word and PowerPoint

DUTIES:

- Utilize the National Center for Construction Education and Research (NCCER) curriculum (the Ashland County-West Holmes Career Center will provide instructor and NCCER training for the applicant)
- Teach adult education students skills and knowledge in the field of heating, ventilation, air conditioning and refrigeration in an evening setting
- Ability to demonstrate hands on activities to the students and have the students perform the activities
- Maintain positive classroom management with consistent expectations for learning and achievement
- Assist students in obtaining the skills necessary to be successful in the industry
- Coordinate and lead an advisory committee twice yearly
- Plan, direct and evaluate the instructional process to best meet the needs of students
- Record grades and attendance daily regularly
- Ability to communicate effectively with students to develop relationships & facilitate the educational process
- Proficient use of a personal computer

START DATE: 2023-2024 School Year (August 2023)

SALARY RANGE & BENEFITS: Appropriate placement on the 2023-2024 Adult Education Instructor's salary schedule.

APPLY TO: Applicants must provide a resume

Mail: Adult Education Office,
Ashland County – West Holmes Career Center,
1783 State Route 60
Ashland, OH, 44805

Email: halln@acwhcc.org



1783 State Route 60, Ashland, Ohio 44805-9377 (419)289-3313 (800)686-3313 Fax (419)289-3729

Page 1 of 2

A criminal record check will be required if one has not been completed within one year of the date of employment.

APPLY BY: Until Filled

DATE POSTED: June 6, 2023

The Ashland County – West Holmes Joint Vocational School District Board of Education and its staff are dedicated to providing equal educational opportunities, equal employment opportunities, and does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The district follows the regulations of Title VI, Title VII, Title IX, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

Page 2 of 2