



Job Description

JOB TITLE: WELDING TECHNOLOGY INSTRUCTOR

LAST REVISED: March 2020

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job. Additional or different duties from the ones set forth below may be required to address changing business needs/practices.*

PURPOSE

Under administrative direction of an educational administrator, this position will develop curriculum, provide lecture and laboratory instruction, and evaluate student performance of students engaged in the study of Welding Technology, including Shielded Metal Arc Welding (SMAW), Flux Core Arc Welding (FCAW), Gas Metal Arc Welding (GMAW), Gas Tungsten Arc Welding (GTAW), Oxy-acetylene welding and cutting, Plasma arc cutting, blueprint reading, mathematics for welding, welding inspection and welding metallurgy, and other associated courses; and perform other related work as required.

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff and students and values the rich diverse backgrounds that make up the campus community. The Welding Technology Instructor must demonstrate a profound understanding of and experience with successfully supporting individuals with varying backgrounds. This includes persons with disabilities, various gender identities, sexual orientation, individuals from historically underrepresented communities and other groups to ensure the district provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all.

EXAMPLES OF FUNCTIONS AND TASKS

Curriculum Development - ESSENTIAL: Review and evaluate curriculum in order to meet student interests and needs within the parameters of divisional/departmental budget constraints and availability of equipment and materials; coordinate with part-time faculty instructors to enhance consistency of lecture/laboratory content; evaluate and/or revise course descriptions to fit curriculum designs; present proposals for curriculum changes to the Curriculum Committee and/or other appropriate shared governance bodies; make changes to curriculum, as necessary and as approved within the shared governance structure. Maintain currency through the development of new curriculum, and to ensure curriculum represents a culturally-responsive/student-centered framework. Review programs, degree and certificate requirements and make recommendations for changes as needed. Develop and evaluate appropriate program outcomes. **PERIPHERAL:** Review curriculum for concordance with changes in laws, regulations, and standards.

Lecture/ Laboratory Preparation - ESSENTIAL: Review and evaluate welding technology materials for content, readability, and cost effectiveness; select textbooks determined to be the most useful, appropriate and culturally-inclusive; keep up with current literature and practices (normally several sources- including online research, books, periodicals, AWS literature, appropriate conferences) for lectures and/or laboratories; review, select and/or prepare computer and audio-visual materials that are culturally-inclusive for classroom/laboratory use; prepare handouts and other visual materials for classroom/laboratory use; coordinate and confer with book publishing company sales representatives providing instructional materials; review digital media materials; familiarize self with operation of all equipment currently available for use appropriate for the subject area; design and develop online resource materials for class use; collaborate and coordinate with Instructional Program Specialist, Metals regarding oversight and use of lab tools, machinery, lab health and safety compliance. **PERIPHERAL:** Complete book order forms and provide master copies of syllabi for printing; place appropriate

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reference items on reserve in the library; prepare lesson plans to be used in a lecture and/or coordinate lectures with laboratory learning assignments; attend conferences to increase knowledge of subject matter and teaching methods and techniques.

Lecture/ Laboratory Presentation - ESSENTIAL: Introduce and present lecture/laboratory information and concepts in a clear, logical, and equity-minded/student-centered manner; use analogies and/or examples to convey important design concepts; provide instructional objectives to direct student learning; outline major points of information using a variety of modalities/methodologies; enhance presentations with visual aids, demonstrations and/or digital examples; distribute handouts to clarify particularly difficult topics; answer student questions clearly and encourage student participation and involvement in classroom discussions; monitor student activity and take steps to support students that may be struggling; maintain order in classrooms, and provide an equity-minded framework in and out of the classroom.

Student Performance Evaluation - ESSENTIAL: Develop various assessment techniques to assess student learning (tutorials, projects, quizzes, tests, etc.) which are transparent and fairly evaluate student progress; monitor student activity during project development, examinations and quizzes and take steps to prevent and/or control unacceptable behavior (e.g., cheating) dealing swiftly, rationally, and consistently with persons involved in cheating and/or other unacceptable behavior; review and evaluate student work and mark and grade projects accordingly; assign and evaluate homework assignments/projects to promote learning; tabulate scores and assign official grades; advise students on academic matters regarding their performance; refer students to appropriate student services (for example, DSPS, EOPS, etc.).

Shared Governance Participation - ESSENTIAL: Attend and participate in departmental meetings and activities; respond in writing to requests for information (for example, employment process position questionnaires, unit planning guides, etc.); participate in articulation/curriculum development; investigate and cost departmental equipment needs and selection of textbooks; represent department by serving on campus-wide committees. **PERIPHERAL:** Attend and participate in divisional and/or building meetings and activities, as well as those organized by the Academic Senate and Professional Development; serve on employee selection committees, as requested; serve as a functional member of one or more committees and/or task forces; attend Board of Trustees and/or College Council meetings, as necessary; read and respond to information polls distributed by the Academic Senate.

Ancillary Student Services - ESSENTIAL: Hold regular office hours; provide advice and support to students regarding academic performance; provide students and peers with a positive role model in terms of character and citizenship; participate in graduation and outstanding student award ceremonies.

Participation in Career and Technical Education Program Requirements – ESSENTIAL: Meet annually with advisory committee; complete required reporting documents; attend regular vocational committee meetings; create and implement outreach plans. **PERIPHERAL:** Meet with industry representatives to determine program needs; oversee student internships; communicate with employers to determine availability of student internship positions.

MINIMUM QUALIFICATIONS

Degrees/Experience: Bachelor's degree AND two years of occupational experience in the discipline OR Associate's degree AND six years of occupational experience in the discipline OR the equivalent.



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Knowledge of:

ESSENTIAL: Relevant academic field; teaching/learning techniques and methodologies; digital practices and computer applications; culturally-responsive pedagogy/andragogy; and methods to successfully support individuals with varying backgrounds, which includes persons with disabilities, various gender identities, sexual orientation, individuals from historically underrepresented communities and other groups. **PERIPHERAL:** Role of the community college in the educational system and the community; resource materials available in the academic discipline (CD, DVD, video tapes, transparencies, etc.); available resources and functions with the District community and external communities.

Ability to:

ESSENTIAL: Effectively and interactively present to large and small groups; effectively utilize social/interpersonal skills; effectively utilize counseling/ teaching/ instructing skills; develop various assessment tools and student assignments; effectively utilize problem solving skills; conduct research; motivate students; identify and define problems; compile and maintain records; set priorities and organize work; apply evaluation techniques and grading systems to instructional programs; prepare and administer adequate budget(s); work effectively with fellow professionals; patiently, tactfully, and courteously deal with the public; recognize variation in student backgrounds, abilities, and learning styles; be patient with students; maintain integrity, honesty, reliability, and cooperation; apply an equity-minded framework and ensure programs, services and processes are designed and delivered to meet the varying needs of all constituents; interact and work effectively with a diverse population utilizing exceptional interpersonal and intercultural skills; and exercise sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.

PHYSICAL SUITABILITY REQUIREMENTS:

ESSENTIAL: Incumbent must be able to perform the following, with or without reasonable accommodation:

Almost Constantly: Stand, sit, walk and turn to deliver lectures, other instruction, or instructional materials; work in the confines of a classroom and/or laboratory environment; reach overhead to operate equipment; lift, push, pull, stoop, squat, bend and carry (up to maximum of 50 lbs.) to move and operate equipment and prepare laboratory materials; utilize manual and finger dexterity to operate equipment, computers, and to prepare laboratory materials; utilize hearing to respond to student questions, conversations, and telephone calls; utilize vision (near and far) to read written materials and computer screens and to operate equipment.

Faculty Salary Schedule, subject to placement at date of hire.

FLSA exempt.

SCFA bargaining unit status.

Classification I, Bloodborne Pathogens Exposure Control Program.