



SHERMAN-DENISON ♦ VAN ALSTYNE, TEXAS

POSITION ANNOUNCEMENT

HEATING, AIR CONDITIONING & REFRIGERATION TECHNOLOGIES - PROGRAM DIRECTOR & PROFESSOR

General Description

Full-time instructor to teach the full range of HVAC courses (including dual-credit high school courses). Currently classes meet in the evening with some day classes and meetings required. Instructor will also be expected to advise students, participate in curriculum development, program and student evaluations, recruit and retain students, and serve on college committees.

Responsibilities: Deliver each class to ensure an effective learning experience. Submit to the Dean/Division Chair a course plan for each course taught. Maintain a high level of competence and expertise in the teaching field or subject area. Incorporate current teaching techniques, subject area developments, and current technology (if applicable) into the learning experience. Provide classroom instruction in accordance with approved course outlines. Inform students concerning course requirements, evaluation procedures, attendance requirements and academic progress. Provide for effective evaluation of the learning experience of each student. Maintain necessary attendance, scholastic, and personnel records and submit them according to announced deadlines. Prepare and grade assignments, projects, and examinations in a timely manner and as required. Demonstrate effective people skills, communication skills, and work ethic (i.e., preparation, attendance and punctuality). Demonstrate an understanding of and commitment to the mission and goals of the college. Perform additional essential job functions that are unique to the director/instructor position and/or teaching field. Active participation in the college planning/budget process. Other duties as assigned.

Qualifications: An Associate's degree and four years of experience in the discipline, including any certificate or credential to teach in the discipline.

Preferred – A bachelor's degree and two years of experience in the discipline, including any certificate or license required to do that work. Previous community college teaching experience is desired. Computer literacy, i.e. Word, PowerPoint, Excel & familiarity with Blackboard are all a plus.

Application Closing: Open Until Filled

Employment Date: August 17, 2015

Salary: Commensurate with education and experience

Benefits: Group Health and Life Ins. (60+ day waiting period for Health), Educational Retirement, Disability/Dental Ins. (opt.), Social Security.

IMPORTANT NOTE TO ALL APPLICANTS: Applications are not considered complete until all required documents have been submitted. If the position for which you are applying requires a degree, certification or license, you **MUST** include a copy of your qualifying transcripts, certification or license in order to be considered. If your degree is from a country other than the United States, you must also include an evaluation from a NACES member evaluation agency indicating the U.S. equivalency of your degree. In **addition** to a Grayson College application the following must be provided:

- Resume
- Transcripts of all college work (**Copies should be submitted at time of application.** Official transcripts will be required prior to job offer)
- Certification
- Three (3) professional letters of references.

This is a security sensitive position. For position information contact: Human Resources Department, Grayson College, 6101 Grayson Drive, Denison, TX 75020 or e-mail jobs@grayson.edu. For questions, please call (903) 463-8770.

GRAYSON COLLEGE IS AN EQUAL OPPORTUNITY INSTITUTION PROVIDING EDUCATIONAL AND EMPLOYMENT OPPORTUNITIES ON THE BASIS OF MERIT AND WITHOUT DISCRIMINATION BECAUSE OF RACE, CREED, COLOR, RELIGION, GENDER, AGE, NATIONAL ORIGIN, OR DISABILITY.
ADA/Section 504 and Title IX Coordinator, Director of Human Resources, 6101 Grayson Drive, Denison, TX 75020-(903) 415-2624.