



## **JOB DESCRIPTION**

### **9 Month, Full-time Welding Instructor (Raymond Laborde Correctional Facility)**

CLTCC serves seven parishes (Avoyelles, Catahoula, Concordia, Grant, LaSalle, Rapides, Winn) in central Louisiana and has five sites: 1) Alexandria, 2) Cottonport, 3) Winnfield, 4) Jena and 5) Ferriday. Position domiciled at Main Campus in Alexandria. Additionally, CLTCC provides instruction in one state prison and one federal correctional institution.

#### **SUMMARY:**

9 Month full-time Welding Instructor position with additional summer adjunct contract. Reporting to the Campus Dean, the Welding Instructor supports the development and coordination of the Welding Program. The Welding Instructor provides classroom instruction in assigned classes and maintains office hours for student consultation. Classroom instruction includes preparing and reviewing lesson plans. It also includes the following: 1) Developing and reviewing the program and syllabi, goals and objectives according to approved curriculum and course syllabi standards; 2) Providing students with a written course syllabus; 3) Recommending books and materials, and revising curricula; 4) Evaluating and reviewing students' progress in attaining goals and objectives; 5) Advising and counseling students and maintaining appropriate advisement records on each student; 6) Participating in registration; 7) Demonstrating and insuring the use of appropriate and effective teaching techniques, testing and grading procedures (including accurate, complete and proper maintenance of grade books and any other appropriate record-keeping requirements for the course, program or college), 8) Utilizing technology to facilitate learning and to access data, maintain records, generate reports, and communicate with others; 9) Effectively communicating using technology and oral or written communication skills; 10) Effectively managing the classroom and supporting policies and procedures aimed at insuring appropriate student discipline; 11) Meeting professional assignments in accordance with the college's calendar and contractual obligations; and 12) Participating in the evaluation of the instructional process and using innovative strategies to continually improve learning.

#### **Duties and Responsibilities:**

Provides and supports classroom instruction for the Welding Program;

- Meets with students, staff members and other educators to discuss students' instructional programs and other issues.
- Fosters effective learning in both classroom and lab settings, and promotes good public relations via contacts and regular communications with business, industry, and the public sector

- Assures the development of academic schedules for the Welding Program that meet the needs of students and academic programs, assigns faculty members effectively, enhances facility use, and integrates instructional technology in all modes of delivery;
- Maintains and reviews classrooms and laboratories in accordance with approved classroom and lab management plans
- Supports the development and facilitation of high school/college programming, transfer articulations, and other collaborative partnerships;
- Provides leadership to the Welding Program faculty to insure effective academic services through assessment, program review, development of student-learning outcomes, accreditation activities, and other accountability efforts;
- Tracks the academic status of Welding Program students to ensure good academic standards are maintained and appropriate action is taken to refer students to necessary remediation or support services;
- In collaboration with the Welding Department Program Chair, coordinates the development of Welding Program brochures/handouts;
- Regularly attends seminars, special conferences and professional meetings as time and budget permit;
- Attains, maintains and reviews program certification requirements, as appropriate.
- Assure all academic practices and student records for both current and former students of the College comply with local, state, federal and accrediting body (COE, SACS, etc.) regulations;
- Follows and enforces rules and regulations as described by the Louisiana Community and Technical College System and other policies and procedures established by the college;
- Serves on committees;
- Performs other duties as assigned

#### **Required Knowledge, Skills and Abilities:**

##### Knowledge of:

- SMAW, GMAW, FCAW, and GTAW Welding Processes
- Applicable laws, codes, regulations, policies, and procedures
- FERPA
- National and Regional Accreditation standards related to Academic Affairs
- Budgets and revenue control
- Teaching and learning strategies

##### Demonstrated Ability to:

- Keep current with, interpret and apply applicable rules, regulations, policies and procedures relating to Academic Affairs functions
- Apply knowledge of and experience in accreditation processes, specifically related to student learning outcomes, program review and integrated planning;
- Function in a multi-campus/site educational organization to promote the goals of the College
- Effectively use technology and computer software programs, including MS Office
- Organize and manage individual and team projects
- Promote collegiality, staff cohesiveness and the core values of the institution
- Analyze, problem-solve, negotiate and make decisions
- Promote excellence in employees' job performances
- Provide excellent customer service to faculty, staff, current students, prospective students, alumni, business and industry partners, community representatives and other stakeholders

- To work with a diverse population

**Skills:**

- Excellent written, oral presentation, and interpersonal communication skills
- Superior team-building skills to build trust with others in a rapidly changing environment

**Required Minimum Qualifications:**

- High School Diploma or Equivalent (e.g. Hise or GED)
- A minimum of five years of work experience as a welder with appropriate certifications.
- Demonstrated knowledge of SMAW, GMAW, FCAW, and GTAW Welding Processes
- A strong commitment to and passion for the mission of the comprehensive community college
- Commitment to staff diversity, learning, and development
- Proficiency in Microsoft applications (Word, Excel, and PowerPoint)
- Must be able to pass a criminal background check for Department of Corrections

**Preferred (Desired) Qualifications:**

- Associates degree in Welding Technology, Technical Studies (with at least 45 semester credits from Welding courses) or closely related field from an accredited college or university with a minimum of three years of work experience as a welder with appropriate certifications.
- A minimum of seven years of work experience as a welder with appropriate certifications.
- One year instructor/training experience
- AWS Certified Welder (CW), Certified Welding Educator (CWE) and Certified Welding Inspector (CWI) certifications
- National Center for Construction Education and Research (NCCER) Welding Certifications (Levels 1 – 4)
- Experience in curriculum development and review
- Experience in conducting student needs assessment and establishing student learning outcomes
- An in-depth working knowledge of the rules, regulations and principles of the Council on Occupational Education and the Southern Association of Colleges and Schools Commission on Colleges
- Working experience with Ellucian's Banner or other major student information system
- Must be able to pass a criminal background check for Department of Corrections

**Additional Requirements:**

**A valid Louisiana Driver's License**

**Proof of motor vehicle insurance**

**In accordance with LCTCS Policy #6:036, a criminal history check will be conducted on all new hires. LCTCS participates in the federal E-Verify system for identification and employment eligibility purposes.**

## **Application Instructions:**

Applicants for this position should submit:

- 1) A cover letter
- 2) Resume (to include date(s) of employment and date(s) educational degree was obtained)
- 3) Official college and university transcript(s) showing the awarded/conferred degree to meet educational qualifications. Unofficial transcripts are acceptable at application; however, original transcript(s) are due at hire
- 4) Names and contact information for three work-related references

Via email to: [hr@cltcc.edu](mailto:hr@cltcc.edu)

**Applications accepted until position is filled**

*Central Louisiana Technical Community College is committed to diversity and is an equal opportunity/equal access employer. CLTCC is also a State As a Model Employer (SAME) agency that supports improved employment opportunities for individuals with disabilities.*