



**Portage Lakes | Career Center**

**Date Posted:** February 4, 2025 **Posting Deadline:** Until Filled

**Positions:** Adult Education HVAC Instructor

**Reports to:** Director of Career Technical Education

**Starting Date:** August 2025

**Work Period:** 5:00 p.m. – 9:00 p.m. Monday through Thursday  
August 2025 – May 2026

**Classification:** Certified

**Salary:** \$37.50 per hour

**Benefits:** None

**Principal Duties:** Teach Adult Education HVAC Program

**Minimum Qualifications:** Appropriate Ohio Department of Education Certification/Licensure (or eligible to obtain). Ability to develop and maintain employment opportunities for students through relationships with area businesses. Possess certifications appropriate to the subject area. Five years' experience in field (10 years preferred). Excellent written, communication, and listening skills. Pass BCI & FBI records check and/or any other district pre-employment requirements.

**Other Pertinent Information:** Proven ability to deal effectively with adult education students. Knowledge of career and technical training.

**Apply to:** Application may be made by forwarding a letter of interest via email to [employment@plcc.edu](mailto:employment@plcc.edu) or via US Mail to:

**Office of the Superintendent  
Portage Lakes Career Center  
4401 Shriver Road  
Uniontown, OH 44685**

**Equal Opportunity:** The Portage Lakes Joint Vocational School District is an equal opportunity educational institution. Employment and educational programs are offered without regard to race, color, religion, national origin, gender, disability, military status, ancestry, age, genetic information or any other legally protected characteristic and provide equal access to the Boy Scouts and other designated youth groups. The district prohibits harassment of individuals in any form. Any alleged act of discrimination or harassment should be referred to Mr. Gregg Clark, Compliance Coordinator, at 330-896-8200.



## Portage Lakes | Career Center

### **JOB DESCRIPTION-ADULT EDUCATION PROGRAM INSTRUCTOR-HVAC**

Reports To: Assistant Superintendent

FLSA Status: Exempt

#### **Qualifications:**

1. High school diploma and at least five (5) years' experience (10 or over preferred) directly related to the program teaching area (HVAC)
2. Be eligible to obtain a one-year state license based on documented work experience
3. Valid driver's license
4. Computer technology skills as necessary for the position
5. Good health, attendance, and high moral character
6. Ability to establish and maintain effective working relationships with teachers, students, fellow employees, and the community
7. Pass BCI and FBI records check and/or other district pre-employment requirements
8. The employee may not be under the influence of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District

#### **Essential Functions:**

Essential functions may include any of the following tasks:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
2. Help instill in students the belief in and practice of ethical principles and democratic values
3. Develop and use a course syllabus
4. Participate in developing the instructional program including writing courses of study, selection of instructional materials, preparation of daily lessons, and evaluations of student progress
5. Develop and implement overall program curriculum based on approved courses of study, industry-based credentials, and prevailing occupational standards  
Specific focus on:  
Installation and maintenance/repair of residential and light commercial HVAC systems  
Ability to prepare students for EPA 608 Certifications
6. Develop and administer an effective safety program ensuring the safety and security of the classroom, instructional materials, and instructional equipment
7. Use appropriate technology to enhance the teaching and learning process
8. Supervise the record-keeping and grading process for students
9. Develop program budget requests in cooperation with the Assistant Superintendent
10. Assist with career guidance and job placement for students; promote good work habits and attitudes in employer/employee relationships
11. Participate in at least one yearly Advisory Committee meeting and continue to develop outside network of potential employers and advisors
12. Provide leadership to the program through professional development and participation in professional organizations

13. Maintain inventories of supplies and equipment as requested
14. Complete reports as required
15. Participate in program development committees as needed
16. Perform other duties as requested by district administrators

**Working Conditions:**

Working conditions may include any of the following:

1. Use of keyboards, email, and exposure to computer screens
2. Use of specialty software including an LMS
3. Use of electrical equipment, hand tools, and/or power tools
4. Possible exposure to body fluids
5. Possible exposure to sharp instruments
6. Possible exposure to airborne particles
7. Possible exposure to inclement weather during travel
8. Light physical exertion in moving items, lifting, and reaching