



# EASTLAND-FAIRFIELD

## CAREER & TECHNICAL SCHOOLS

4300 Amalgamated Place  
Groveport, OH 43125

Shelley Groves  
Superintendent/CEO

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### POSITION VACANCY PLEASE POST

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<b>POSITION:</b>	HVAC Instructor – Adult Workforce Development
<b>REPORTS TO:</b>	Adult Workforce Director
<b>APPLICATION DEADLINE:</b>	Open until position is filled
<b>STARTING DATE:</b>	ASAP
<b>QUALIFICATIONS:</b>	Successful applicants must hold a minimum of a post-secondary degree in a related area or have a minimum of 5 years of current experience in the HVAC industry. Applicant must have or be able to secure a valid adult education permit from the Ohio State Board of Education; Have EPA 608 certification and at least one NATE certification; Have or be willing to secure NCCER and other industry certifications/credentials; Be knowledgeable of local codes related to the HVAC trade; Have good organizational and communication skills; Successfully pass a BCI/FBI background check.
<b>RESPONSIBILITIES:</b>	Prepare lesson plans and provide both classroom and hands-on lab instruction to individuals to include academic skills, occupational skills and employability skills and traits to become successful in today's workforce; Coordinate all student placement and documentation associated with work-based learning experiences required within the program; Assist with student recruitment, job placement and follow-up with employers to determine student progress; Assist with purchasing supplies, services, and equipment required for the program; Coordinate program review and improvement through the use of a program advisory board; Coordinate all part-time HVAC instructional staff including daily instructional responsibilities; Assist with the development and delivery of customized training when necessary; Collect and maintain documentation for accreditation; Participate in AWD events and required meetings.
<b>SALARY:</b>	Placement on the Adult Instructor/Coordinator Salary Schedule
<b>TYPE OF EMPLOYMENT:</b>	Certified; full-time; 260-day Calendar
<b>LOCATION:</b>	Adult HVAC Lab, Eastland Campus 4465 South Hamilton Rd Groveport, OH 43125
<b>APPLY:</b>	Please submit a resume and letter of interest online at <a href="https://www.eastland-fairfield.com/page/job-openings">https://www.eastland-fairfield.com/page/job-openings</a>

**Contact Todd Hoffman for more information (614-836-4541 ext. 1560)**

**.....AN EQUAL OPPORTUNITY EMPLOYER...**

**EFCTS utilizes Google applications and Multi-Factor Authentication (MFA).**

**The MFA is via data or SMS capabilities of the employee's personal cell phone.**