



GADSDEN STATE COMMUNITY COLLEGE

JOB DESCRIPTION

Valley Street Campus

Created on: 4/16/2025
Revised on: select

Job Title	Salary Schedule	Grade	Job No.
Air Conditioning and Refrigeration Instructor	D1		
Reports To	FLSA Status	Grant Funded	Tenure Track
Dean of Workforce Development	Exempt	No	Yes

JOB SUMMARY: [Provide a concise overview of the role, including primary responsibilities and how it contributes to the institution's goals. For example: "The [Job Title] oversees [specific programs or departments], ensuring [specific outcomes]. This role reports directly to the [Supervisor's Title]."]

QUALIFICATIONS:

- ◆ Degree requirements **from an approved U.S. Department of Education accredited institution** required/preferred
- ◆ Experience requirements required/preferred
- ◆ Other requirements required/preferred

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Excellent [specific skills, e.g., "verbal and written communication"] skills.
- ◆ Sensitivity to the needs of [specific groups, e.g., "diverse student populations"].
- ◆ [Other relevant skills or abilities].

DUTIES:

- ◆ Teaches courses/contact hours as assigned
- ◆ Conducts instruction in a wide variety of settings and time frames, to include day, evening and weekends, as well as both on and off campus
- ◆ Assists in the planning of instruction; prepares course materials, objectives, and syllabi; and designs curriculum
- ◆ Serves as faculty advisor
- ◆ Serves as faculty sponsor to student organizations as assigned
- ◆ Completes projects as directed by a Supervisor
- ◆ Responds to student email inquiries in a timely manner (24 hours, received on weekdays or 48 hours, received on weekends) utilizing Colleges assigned email account
- ◆ Assigns grades and provides substantive feedback for assignments and assessments in a timely manner
- ◆ Participates in regular meetings and faculty development opportunities
- ◆ Performs other related duties as assigned

- ◆ Serves on college committees as assigned
- ◆ Complies with all policies of the Alabama Community College System, and the College

Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

Physical Demands:

- ◆ Mobility: [Describe mobility requirements, e.g., "Primarily sedentary work with occasional standing, walking, bending, and reaching."]
- ◆ Manual Dexterity: [Describe manual dexterity requirements, e.g., "Regular use of standard office equipment, such as computers, printers, and copiers."]
- ◆ Lifting: [Describe lifting requirements, e.g., "Ability to lift and carry materials weighing up to [weight] pounds."]
- ◆ Communication: [Describe communication requirements, e.g., "Clear and effective verbal and written communication skills are essential."]

Work Environment:

- ◆ Setting: [Describe the typical work setting, e.g., "The position is based in a typical office environment within an educational institution."]
- ◆ Travel: [Describe travel requirements, if any, e.g., "Occasional travel may be required to attend conferences, workshops, or meetings."]
- ◆ Schedule: [Describe work schedule expectations, e.g., "Standard work hours are expected; however, flexibility is necessary to accommodate deadlines or program needs."]
- ◆ Interaction: [Describe interaction expectations, e.g., "Regular collaboration with various departments, faculty, staff, and external partners."]

Reviewed by:

Employee Name:

Employee Signature

Date