

**Date Posted:** May 18, 2018

**Application Deadline:** Until filled

**The Medina County Career Center is accepting applications for the position of:**

**PART-TIME ADULT EDUCATION  
HEATING, VENTILATION, & AIR CONDITIONING (HVAC) INSTRUCTOR**

Job Description: Medina County Career Center is seeking a qualified Heating, Ventilation and Air Conditioning instructor to team teach in our Adult Workforce Education Department. We are looking for dedicated, enthusiastic, experienced heating/ventilation/air conditioning professionals, who believe in the power of sharing their knowledge, motivating others, and putting students first. The right candidate should have experience in residential and commercial systems and must be EPA certified. This individual will report to the Director of Adult Education.

**STARTING DATE:** As soon as possible

**SALARY:** Appropriate step on Adult Education Salary Schedule, commensurate with experience and education

**REPORTS TO:** Director of Adult Education

**BENEFITS:** State Teachers Retirement System

**WORK WEEK/YEAR:** Part-time evening hours as assigned

**MINIMUM REQUIREMENTS:** A technical certificate or degree (must be EPA certified)  
Minimum of four (4) years of related practical work experience in residential and commercial HVAC systems. Working knowledge of all Microsoft Office Products. Proficient in using internet for research materials.

**DESIRABLE QUALIFICATIONS:** Previous teaching experience. Multiple welding certifications. Must be EPA certified. Ability to develop supporting training materials. Coordinate hands-on training activities including on-site projects. Demonstrate proper tool and equipment use, with an emphasis on safety. Knowledge in HVAC preventative maintenance skills. Safety procedures in HVAC, including general safety, electrical safety, tool safety. Prepare lesson plans using industry-standard approaches (e.g., multimedia adult learning methodology). Participation in various administrative activities (e.g., attends faculty/staff meetings or in-service meetings).

**APPLY TO:** Application may be made by forwarding a letter of interest, resume, transcripts, and copy of certifications to:

Steven Chrisman, Superintendent  
Medina County Career Center  
1101 West Liberty Street  
Medina, OH 44256  
(330) 725-8461