



EWC
Job Description
Position Duties & Responsibilities

Job Title:	Gunsmithing Instructor	Classification:	Vocational Faculty
Department:	Gunsmithing, CTE (Acad Svcs)	Duration:	9 Months
Primary Location:	Douglas, WY	FLSA Status:	Exempt
Position Number:	201	DBM/Level:	1

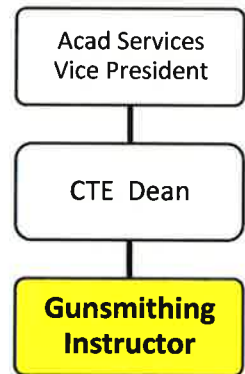
Job Summary: *Brief narrative that highlights the general characteristics of the position, or a general overview.*

The Gunsmithing Instructor is a full-time, 40 hours weekly, benefitted, faculty categorized position located at the Douglas Campus. The Gunsmithing Instructor must use multiple learning methods in the classroom and laboratory to maximize student learning. The position is responsible for all facets of the entire Gunsmithing program and curricula. The primary duty is to prepare and deliver in-class and laboratory instruction to students. Strong personal leadership, organization, instruction, and communication skills are needed to meet program requirements and enable student success. The Gunsmithing Instructor typically works Monday through Friday, 8:00 am to 5:00 pm. The position does require minimal travel.

Organizational Relationship: *Title of position's supervisor and, if applicable, title(s) of employee(s) supervised by this position.*

The Gunsmithing Instructor is supervised by the Career and Technology Education (CTE) Dean and receives annual performance evaluations. Non-tenure instructors also receive at least one classroom observation each semester. The second level supervisor is the Vice President for Academic Services. The supervisory chain is depicted at right.

The Gunsmithing Instructor does not formally supervise or evaluate any EWC full-time or part-time employees. The position may supervise the actions and work of part-time employees and one or more EWC-enrolled Work Study students. The instructor does supervise students registered in and attending Gunsmithing classes.



Education and Experience Requirements: *What is the minimum level of education and experience necessary to perform the job, as recommended by the department?*

Minimum Qualifications:

- Associate degree in Gunsmithing or related field
- Three years professional work experience directly related to gunsmithing assignment/duties
- Current and valid Federal Firearms License
- Previous professional teaching/instructor experience
- Current and valid state-issued Driver License

Preferred Qualifications:

- Bachelor's degree
- Six years of professional work experience directly related to gunsmithing
- Graduate of an accredited gunsmithing degree program
- Previous professional Gunsmithing Instructor experience
- Previous instruction experience in higher education

Essential Functions/Duties: *(To perform successfully in this position, an individual must be able to perform essential duties satisfactorily as well as possess education/experience, employ the knowledge, skills, and abilities as listed in representative fashion; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions – this position is EXEMPT, i.e., not eligible for compensatory or overtime pay provisions of the FLSA. This listing of essential duties is not all-inclusive, but representative, other duties may be assigned).*

- Instruct assigned day, evening, and distance classes according to degree/program curricula
- Facilitate a student-centered positive and productive learning environment
- Coordinate, prepare, revise, and deliver curricula, syllabi, and lesson plans in work group, classroom, and/or laboratory settings per degree/program outline
- Prepare and maintain laboratory supplies and equipment for instructional use
- Advise and mentor students through their plan of study
- Maintain current and accurate records of assigned courses and students; submit grades
- Assess student learning outcomes and use the results to improve curricula
- Create new courses to meet programmatic needs
- Aid and participate in student recruitment and retention
- Maintain and post regular office hours; be accessible to students outside normal class time
- Remain current in area of assignment
- Serve on standing and ad-hoc committees as assigned
- Participate in College training and operational events
- Attend and participate in graduation ceremonies
- Perform all other duties of a similar nature or level as assigned


Knowledge, Skills, and Abilities: *These are the requirements for an employee who is capable of performing the full range of essential functions of the position.*

- Extensive comprehension and applicability of gunsmithing discipline
- Effective use of technology and teaching aids in the classroom and laboratory
- Tactful and effective oral and written communications and interpersonal skills
- Commitment to College mission, vision, and philosophy
- Professional and effective work with students and co-workers
- Use of multiple learning methods to facilitate student learning and success
- Effective operation of College computer work station, network systems, and software/programs

Physical/Mental Demands & Special Requirements: *(The physical demands and work environment characteristics described herein are representative of those that must be met by an employee to successfully perform essential functions of this position and/or may be encountered while performing. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).*

- Bend, balance, reach, stand, walk, push, pull, lift, grasp, feel, talk, listen, see and repetitive motions
- Frequently stand for up to 50 minutes or more to deliver classroom and laboratory instruction
- Mental agility to monitor and supervise classroom and laboratory activities for up to 50 minutes
- Exert up to 60 pounds of force infrequently, and/or up to 40 pounds of force occasionally, and/or up to 20 pounds of force regularly to carry or move objects
- Minimal travel within College's six-county Service Area
- Subject to moving mechanical parts, fumes, odors, chemicals, oils, and machine noises
- Continually balance student needs with available program and College resources
- Maintain a positive and professional demeanor

Vice President for Academic Services:



Signature

2/2/18
Date

College President:



Signature

2/2/18
Date

Note: This position duties and responsibilities is an overview; it is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of the College are expected to perform other tasks of a similar or lower nature or level as assigned by their respective supervisor/manager regardless of job title or routine job duties.

HR Office Processing

JD Received		November 21, 2017
JD Reviewed		Dec 8 2017-Feb 1, 2018
JD Approved		February 2, 2018
Job Description Effective Date		July 1, 2018
Position Number Assigned/Verified by HR		February 2, 2018