

PORTAGE LAKES CAREER CENTER ADULT EDUCATION is hiring a PART-TIME HVAC INSTRUCTOR for the 2026-2027 school year!

Monday through Thursday from 5pm-9pm (August 2026-June 2027)

\$37.50 per hour

As a part-time HVAC Instructor in our Adult Education program at PLCC, you will teach students the essentials needed in preparation for working the field of residential and light commercial HVAC

Essential Duties (May include any of the following tasks):

1. Develop and implement program curriculum including course syllabus based on approved programs of study, industry-based credentials and prevailing occupational standards
2. Participate in writing courses of study, selection of instructional materials, preparation of daily lessons, and evaluations of student progress, including record-keeping and grading process for students
3. Specific focus on:
 - Installation and maintenance/repair of residential and light commercial HVAC systems
 - Ability to prepare students for EPA 608 Certifications
4. Develop and administer an effective safety program ensuring the safety and security of the classroom, instructional materials, and instructional equipment
5. Develop program budget in cooperation with the Superintendent
6. Assist with career guidance and job placement for students; promote good work habits and attitudes in employer/employee relationships
7. Participate in at least one yearly Advisory Committee meeting and continue to develop outside network of potential employers and advisors
8. Provide leadership to the program through professional development and participation in professional organizations
9. Perform other duties as requested by district administrators

Qualifications:

1. High school diploma and **at least five (5) years' experience (10+ preferred) directly related to the HVAC field**
2. Valid driver's license
3. Hold a career-technical teaching license or be eligible to obtain a one-year state license based on documented work experience
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 pre-employment requirements
8. 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

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 bodily 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

Equal Opportunity: Portage Lakes Career Center (PLCC) is committed to equal opportunity for all governed by the protections of Title IX, IDEA, Title VI (Civil Rights), Title VII (Civil Rights) and the Americans with Disabilities Act (ADA). The district prohibits harassment of individuals in any form. Any alleged act of discrimination or harassment should be referred to Mr. Gregg Clark, Title IX Coordinator, Portage Lakes Career Center, 4401 Shriver Road, Uniontown, OH 44685, phone: 330-896-8200.



Portage Lakes | Career Center

JOB DESCRIPTION-ADULT EDUCATION PROGRAM INSTRUCTOR-HVAC

Reports To: 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 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