



Sisseton Wahpeton College

Vocational Department

TITLE: Plumbing Instructor
REPORTS TO: VP of Academic Affairs
SALARY: D.O.E.
TOUR OF DUTY: Generally 8:00 a.m. to 4:30 p.m., M-F, but may require some evenings and/or weekends.
SUPERVISES: None

Summary:

Under general supervision, the purpose of this position is to provide a certificate program in plumbing. The Instructor will be responsible for providing classroom instruction; administering tests; evaluating student performance and maintain accurate documentation as required by state standards. The role is to teach students the fundamentals of plumbing, how to install, service, and repair plumbing equipment, and how to use different tools of the trade. This will include a classroom portion and a hands-on portion.

Responsibilities/Duties:

Student Success

- Ensures timely and successful operations of all student class room services.
- Ensure high quality customer service and creates a welcoming environment that assists students in navigating the college's trades processes, including resolving issues with student's accounts.
- Ensure accurate information in student accounts for certificate program.
- Ensure reported issues are resolved in a timely manner.

Strategic Leadership and Direction

- Coordinates long-range planning activities for the Plumbing certification of the college.
- Provides leadership in Plumbing Certification to assist the College in achieving the goals identified in its strategic plan.
- Develops activities to help students comprehend and read written materials of Plumbing field.
- Ensures fiscal efficiency in Plumbing Program by developing, monitoring, and adjusting financial plans to ensure efficient allocation of Plumbing resources that support institutional priorities and operational needs.

Operational Leadership

- Ensures a positive experience for students, faculty, staff, and others.
- Evaluates and recommends vendor contracts for hardware and related services as needed.
- Establishes standards for students in the Plumbing Program to support services and training.



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- Responsible for assuring the maximum availability and reliability of the college's Plumbing Program with the resources available.
- Provides project management for Plumbing Program.
- Review and present all Plumbing Program policies, procedures, and protocols to the President.
- Periodically carryout evaluations to determine the future requirements of the Plumbing Program.
- Build, review, and manage the Plumbing budget if available.
- Directs and ensures inventory accuracy and records of physical Plumbing assets, but not limited to student, faculty, and student work stations as well as other equipment and components.
- Establishes and documents general schedules and priorities for Plumbing Program processes.
- Develops and implements policies and procedures related to Plumbing Program, communications, and other support projects.
- Ensure that all necessary College reporting is completed timely.
- Implementing and maintaining the integrity of the Plumbing Program.
- Interact with faculty, staff, students, and community members to advance the College and promote Dakota values.
- May be required to assist with College events.
- Participate on College committees and in faculty/staff meetings
- Perform other duties as assigned.

Staff Development and Support

- Identify professional development needs of the Plumbing Instructor with supervisor.
- Conduct and/or participate in college wide faculty/staff training.
- Maintains, reviews, and upgrades as needed the disaster recovery plan for the college's information recovery services.

Knowledge & Responsibilities

- Teaches classes and instructs; conducts learning activities.
- Determines need for supplies; ensure proper storage and security of supplies; obtains quotes as needed.
- Prepares attendance records and administers attendance policy.
- Maintain cleanliness of class/lab area.
- Prepares lesson plans, course overviews and course syllabi.
- Selects appropriate learning materials for assigned classes.



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Education

- Associate Degree in Plumbing.

Minimum Qualifications

- Three to five years or more as a Plumbing Service & Repair Technician in commercial and/or residential plumbing.
- Experience working in a Tribal College.

Employee Signature

Date

Director of Human Resources

Date