



HVAC Instructor

(Part Time)

NOTEP Trade School

NOTEP provides trade instruction to high school and post-graduate students to develop hard-working students into college and career ready graduates. Our vision is to provide exposure to the craft industry while dually developing interested students into skilled craftsmen and future industry leaders. Students receive instruction through hands-on work in the shop, classroom components, and internships and job shadowing experiences.

Position Summary

The HVAC instructor position is a unique opportunity to teach NCCER Core (a basic introduction to construction) and EPA 608. Throughout the two courses, students are working towards professional certifications and are preparing for both college and career. The instructor has the option of using a pre-prepared curriculum for EPA instruction and may opt for more or less input in instructional design.

Position Requirements

Education and Experience

- 4+ years of HVAC experience
- Experience working with or leading students or young adults in an urban environment
- 1+ years of experience leading volunteers or in a managerial role

Availability

- Courses run 42 weeks per year, but the initial contract will run for the Spring semester only

Skills

- Instructors should possess a passion for helping students succeed and transition into either a career or post-secondary opportunity after graduation.
- Excellent communication, interpersonal, relationship building, and time management skills.
- Ability to use google apps including gmail, google docs, and google sheets preferred.

- Instructors must also be able to pass, within the first two years of employment, standard teaching examinations and trade examinations in order to receive certifications.

Details and Class Structure

- This part time course will be offered in the afternoon session and meet every Tuesday from 3:15pm – 6:45pm, for a total of 3.5 in-person instructional hours per week. Instructors may also choose to oversee online instruction which will add an additional 4 hours of flex time per week.
- Curriculum, training, and course sequencing are provided to the instructor.
- Spring classes begin early January and run through the end of April with typical school holidays observed.
- Pay is \$20 - \$30 per hour

To Apply or Get Additional Information

Email adam.bourne@notep.net and include a resume.