



POSITION ANNOUNCEMENT

INSTRUCTOR: WELDING – 0023.FA

RESPONSIBILITIES:

Essential Functions–

- Teach Welding Technology classes in Pratt, Kansas. (May be asked to assist at other locations.)
- Willingness to accept a course schedule that may vary from semester to semester.
- Advise current and prospective students in appropriate curricula.
- Assist in selecting textbooks, developing curricula, completing reports, and tracking and entering assessment data.
- Plan and implement appropriate activities to supplement instruction.
- Provide assessment and evaluation of student performance.
- Provide adequate laboratory supervision whenever students are working.
- Plan, revise, and update curricula, as well as grade and assess student learning.
- Maintain skills in teaching methods and course development as recommended by Pratt Community College.
- Maintain an inventory of equipment.
- Maintain and repair lab equipment while keeping shop in professional working appearance.
- Participate, as possible and appropriate, in faculty development activities at the college and with state and regional organizations.
- Maintain, plan, and schedule advisory committee meetings.
- Maintain records and files as requested by the department and/or Vice President of Instruction.
- Assist with and maintain National Accreditation, American Welding Society (AWS), and any other professional certification.
- Arrive on time for work, attend work regularly, and successfully complete the responsibilities of the position.
- Comply with Pratt Community College policies, procedures, and practices.
- Promote Pratt Community College.

Secondary Functions–

- Work closely with faculty within the Technical department.
- Work closely with personnel in admissions and student services.
- Work closely with high schools in our service area.

QUALIFICATIONS:

- A.A.S. or higher degree in Welding preferred.
- 2 years (minimum) industry experience required.

- American Welding Society (AWS) certified welder (CW) Certified Welding Educator (CWE) credential(s) preferred; must be willing to work toward both credentials. Ability and interest in teaching required.
- Teaching experience preferred.
- Ability to work cooperatively with college and high school instructors
- Ability and willingness to teach via alternative delivery systems including online and/or other distance education modes
- Ability to establish and maintain effective professional relationships with staff, students, faculty, and other Pratt Community College stakeholders
- Ability to plan, revise, and update curricula
- Ability to communicate effectively with individuals from diverse ethnic, racial, socioeconomic, gender and disabilities populations
- Ability to maintain confidentiality in a student-centered environment
- Physical requirements include excellent written, verbal, and listening communication skills; the ability to understand words and respond effectively and appropriately; visual acuity to view a computer terminal.
- The ability to learn and comprehend basic instructions about the position and its responsibilities is essential.
 - *The qualifications listed are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties.*

WORK CONDITIONS:

- Classroom and welding shop environments. Some travel within service area.

SALARY and STATUS:

The salary is commensurate with qualifications as determined by the Master Agreement Salary Schedule. This full-time faculty position is 9-month annual, due process rights eligible, benefit eligible, and exempt.

APPLICATION:

For full consideration, apply online at <https://prattcc.edu/department/human-resource-department> send completed PCC employment application, resume, and copies of transcripts to the Director of Human Resources, Pratt Community College, 348 NE S.R. 61, Pratt, KS 67124. 620-450-2139. AA/EOE

Transcripts – *The hired candidate will be required to submit official, non-issued to student, transcripts.*

Start date: August 2025

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Pratt Community College reserves the right to revise or change job responsibilities as the need occurs. This job description does not constitute a written or implied contract of employment; rather, it is a clarification of the responsibilities of the position. This position description may be changed at any time by the Pratt Community College administration.