



### **Position Vacancy**

The vision of Tolles Career & Technical Center is to **Lift All Students**

If these words resonate with your personal mission, we might be a great fit.

**Our job is clear. Our dedication is up. And our students are lifted.**

**POSITION:** HVAC Adult Instructor, Adult Education  
Part-time, as needed (*Multiple positions may be available*)

**POSTED:** October 4, 2022

**REPORTS TO:** Director of Adult Education

**APPLICATION DEADLINE:** Until vacancy is filled

**STARTING DATE:** Upon completion of hiring process

**JOB SUMMARY:** Classroom instruction, demonstrate skills as required, remain current with subject matter and instructional methodology.

- Willingness to work with students and colleagues as a team member
- Strong communication, organizational and customer service skills
- Able to provide training for HVAC installation and maintenance, residential and/or commercial

#### **EDUCATION AND/OR EXPERIENCE:**

- Five (5) years of work experience in field related to curriculum is preferred
- Valid or ability to obtain Ohio Adult Education Teaching Permit, through The Ohio Department of Education
- Must pass criminal background check after job offer is made
- NCCER Certified and/or NATE Certified is desirable

**SALARY & CONTRACT:** Part-time as needed, \$34.00 per hour

**APPLICATION PROCESS:** Submit Tolles application, resume, references, college transcripts and certifications/credentials to:

#### **Tolles Career & Technical Center**

7877 US Highway 42 S | Plain City, OH 43064  
(614)873-4666, x4213 | (614) 873-8761 fax  
hr@tollestechn.com

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