

Barton County Community College

Job Description

*Position Title: Instructor / Director, OSHA Training Institute Education Center	Prepared On: 8/3/19
--	---------------------

Reports to: Dean, Fort Riley Technical & Military Outreach Programs	Classification: Exempt
Effective Date: 9/1/19	Revised Date:
Approved by:	Supervises: Direct 4 Indirect 0
Approved by: JH	

Role: As a learning college and learning organization, Barton County Community College faculty members are committed to our students, our colleagues, and the College. Faculty's primary objective is to provide quality education and training. In addition to teaching responsibilities, faculty also participates in student assessment, professional development, support of college policies and procedures, and service to college and community.

As the Instructor/Director of an OSHA Training Institute Education Center within the Great Plains OSHA Education Center (GPOEC) Consortium - ensures the program operates as defined in the OSHA Non-Financial Cooperative Agreement (NFCA), and the OSHA Directorate of Training and Education (DTE) operations manual. The Director will strive to meet all annual performance goals as set forth by OSHA DTE and the Lead Partner within the GPOEC Consortium. The Director will coordinate with consortium members and participate in meetings and workshops as directed by OSHA DTE and the GPOEC Consortium.

OSHA Training Institute Education Center faculty are individually and collectively responsible for the following:

Major Duties and Responsibilities:

% of Time	Major Duties and Responsibilities	(E) Essential or (N) Nonessential
10%	<u>Mastery of Subject Area</u> 1. Demonstrates a thorough and accurate knowledge of the field or discipline; 2. Provides and reinforces linkages between instruction and practical applications; 3. Participates in activities related to professional growth.	(E) Essential

15%	<u>Teaching Performance</u> 1. Guided by the outcomes, teaches to the competencies as outlined in the course syllabus; 2. Presents ideas clearly and creates a climate conducive to learning and critical thinking; 3. Presents well prepared, well-organized and relevant material.	(E) Essential
5%	<u>Evaluation of Student Learning</u> 1. Participates in assessment activities for the purpose of effecting improvement to student learning, instructional delivery, and curricular development; 2. Develops evaluation methods which measure student progress towards course outcomes and competencies; 3. Evaluates student work and provides feedback in a timely manner.	(E) Essential
5%	<u>Support of College Policies and Procedures</u> 1. Complies with established college policies and procedures. 2. Teaches courses in accordance with catalog descriptions and the schedule of classes except as modified by agreement with the appropriate associate dean or college administrator. 3. Ensures accessibility to students and colleagues by posting and adhering to appropriate on-campus or on-line office hours. 4. Maintains accurate scholastic records of students while assuring confidentiality of student information. 5. Prepares, updates, submits and distributes syllabi for all assigned sections in accordance with college policy. 6. Performs other reasonable duties as may be prescribed by the appropriate associate dean or college administrator.	(E) Essential
5%	<u>Service to the College and Community.</u> 1. Participates within the department and across curricular areas in the development of new courses and/or programs within the mission of the college. 2. Participates in recruitment and retention of students, faculty, and staff. 3. Serves on College, divisional, and program committees as assigned. 4. Attends meetings and events as required by College administration. 5. Responds in a timely fashion to information requests from College, division, and program administrators. 6. Collaborates and supports associate and full-time colleagues in development and execution of responsibilities.	(E) Essential
5%	Additional duties to include: 1. Participates on professional advisory committees. 2. Attends professional conferences as well as set-up and booth work as a vendor. 3. Performs maintenance on specialized equipment.	(E) Essential

	4. Conducts training at various locations including outside of Kansas.	
25%	Ensures the OSHA Education Center program including Host sites are operating in accordance with OSHA DTE agreements/directives and Great Plains OSHA Education Center Consortium Lead directives; manages/oversees all elements of cooperative agreements with host sites partnered with Barton.	(E) Essential
5%	Provides leadership, direction and support for assigned faculty/staff.	(E) Essential
5%	Participates and represents Barton in all OSHA DTE and Great Plains OSHA Education Center consortium meetings including the bi-annual OSHA Training Institute Education Center Director's meetings.	(E) Essential
2.5%	Develops the annual OSHA numbered course class schedule for Barton and all Host sites.	(E) Essential
5%	Identifies annual equipment and instructional needs for all sites; provides program status and updates to the supervising Dean as directed.	(E) Essential
2.5%	Represents Barton at local and regional Kansas Safety network groups, advisory boards/panels. Participates in Barton's OSH Program Advisory Board/Committee when schedule allows.	(E) Essential
5%	Conducts required counseling to OTIEC faculty in accordance with OSHA DTE and college policy.	(E) Essential
		Select From List
		Select From List
		Select From List
		Select From List
		Select From List
		Select From List
		Select From List
		Select From List
5%	Performs other duties as needed or assigned.	(N) Nonessential

100% (Percent of time must total 100 %.)

Expectations:

1.	Faculty members will cooperate with their colleagues on and off campus, other campus departments, supervisors, and administration in carrying out the mission of the college.
2.	Maintain a professional work environment , demeanor and appearance.
3.	Maintain confidentiality.
4.	Maintain excellent working relations with internal/external customers and partners.
5.	Travel as necessary to support partnerships and consortium.

Knowledge and Skills:

<p>Experience:</p>	<p>Successful college teaching; community college teaching preferred.</p> <p>1. Minimum of 5 years of work experience in the Construction Industry or General Industry field.</p> <p> a. Experience must include a significant percentage of duties devoted to overseeing safety in the workplace:</p> <p> i. Inspect or evaluate work place environments and equipment to identify and correct potential hazards:</p> <p> ii. Investigate workplace accidents, injuries, and or occupational diseases to determine causes and preventive measures.</p> <p> iii. Develop, review and implement safety and health programs.</p> <p> iv. Conduct job hazard analysis to determine potential workplace hazards and corrective actions.</p> <p> b. Occupational safety and health experience.</p> <p> i. At least 5 years within an industry category above, within the last 10 years. Two years may be waived with any of the following: CIH, CSP, Master’s degree or PHD in an occupational safety and health field.</p> <p> ii. Must be an OSHA Authorized Outreach Trainer.</p> <p> c. Instructional experience for teaching adults.</p> <p> i. Two years’ experience teaching adults in a training/academic environment or documented observation and evaluation of the instructor as capable utilizing effective adult training techniques.</p> <p> ii. Demonstrated ability to achieve OTI education center learning objectives.</p>
<p>Education:</p>	<p>Academic qualifications vary according to instructional discipline.</p> <p>A. For academic/transfer courses and programs, an appropriate graduate degree in the subject area is required;</p> <p>B. For vocational instructional programs, an undergraduate degree and/or appropriate certification(s) representing industry standards for employment in occupational/career is required.</p>

	Bachelor's degree.
Other Skills:	<p>A. Must possess excellent knowledge in appropriate teaching field(s) <i>as well as exceptional communication/people skills.</i></p> <p>B. Must be able to demonstrate excellent teaching skills <i>that incorporate and attain measurable student learning outcomes.</i></p> <p>C. Must be able to interact professionally and effectively with faculty, administration, staff, students, and community.</p> <p>Graduate degree in Occupational Safety & Health (preferred) or at least 18 hours of Graduate level credit within the field. Current OSHA Outreach Trainer, Certified Environmental Safety & Health Trainer (CET) or Certified Safety Professional (CSP) or other professional certification in field.</p>

Physical Safety/Working Environment:

Physical Safety:	The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be walking, standing, bending, carrying of light items, driving an automobile, etc. No special physical demands are required to perform the work.
Working Environment:	<p><input type="checkbox"/> Regular exposure to favorable conditions such as those found in a normal office or classroom.</p> <p><input checked="" type="checkbox"/> Occasional exposure to objectionable conditions or variations such as those found in variable weather conditions or light industrial settings.</p> <p>Regular exposure to unfavorable environments such as:</p> <ul style="list-style-type: none"> <input type="checkbox"/> weather <input type="checkbox"/> body fluids <input type="checkbox"/> toxic laboratory <input type="checkbox"/> industrial chemicals <input type="checkbox"/> confined locations <input type="checkbox"/> dirty and noisy locations <p>Employees may be required to use personal protective equipment such as masks, coats, gowns, boots, goggles, gloves, or shields.</p>

This Job Description is not a complete statement of all duties and responsibilities comprising this position.