

POSITION NOTICE
BIG SPRING SITE

POSITION: HVAC Instructor #571

NOTE: **OFFICIAL TRANSCRIPTS AS WELL AS ANY OTHER DOCUMENTS DISCLOSING CREDENTIALS PERTAINING TO THIS POSITION WILL BE REQUIRED. WILL BE SUBJECT TO A CRIMINAL BACKGROUND CHECK.**

EXPERIENCE AND OTHER

QUALIFICATIONS REQUIRED: Some college or specialized training required. Five (5) years' related experience in HVAC or refrigeration is preferred. Additional education recognized. Must have license/certification in HVAC. Requires proficiency in computer software applications, including Microsoft Office, Learning Management Systems, and email platforms. Teaching experience is preferred.

DESCRIPTION OF JOB DUTIES: Responsible for the organization, coordination, and evaluation of the HVAC program. Instruct courses for students in an on-campus setting. Ensure strict adherence to FERPA regulations regarding student confidentiality. Accurately maintain and submit grades and attendance records to the Registrar in a timely manner. Participate in required trainings and meetings. This position requires on-site work at the Big Spring campus. For a complete list of job duties, please refer to the job description available from Human Resources.

SALARY RANGE: Per Faculty Salary Schedule (10-month position)

POSITION AVAILABLE: August 1, 2026

TO APPLY: Complete an online application at <https://howardcollege.edu/careers/>

POSTED: April 30, 2026

It is the intent of the Howard County Junior College District not to discriminate nor tolerate discrimination or harassment against any legally protected category, class, characteristic, or on the basis of any other legally protected status in its employment policies, procedures, and processes to ensure employees and applicants are treated fairly and respectfully.