



## Full-Time Personnel Job Description

**Job Title:** Welding Instructor  
**Department:** Danforth Campus  
**Reports Directly To:** Instructional Director, Danforth Campus

**Date:** February 24, 2025  
**Prepared By:** Khaaliq Salim

**Position Closing Date:** Open Until Filled

**Job Group:** O  
**Salary Range:** \*\$61,031.00 \*\*\$71,727.00  
☒ Exempt ☒ Certified  
☐ Non-Exempt ☐ Grant Funded

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**Primary Function of Position:** Provide competency-based instruction in the Welding Program. Responsible for designing, developing, and upgrading curriculum to meet current industry needs and standards, networking with related industry and educational partners, maintaining an active and productive local advisory committee, assisting students in job preparation and placement activities, and coordinating and advising students in Francis Tuttle career and technology student organizations.

*Embrace the Francis Tuttle Culture as reflected in the Mission and Vision statements, and continually portray the Core Values: Service, Trust, Aspiration, Respect and Responsibility.*

### Essential Job Functions:

1. Teaches knowledge, attitudes, and skills relating to identified Welding career training objectives indicated by third party industry certifications and current skill sets required by business and industry partners.
2. In collaboration with campus administration and other faculty, ensure that the Welding Program remains in compliance with requirements of all partnering agencies and/or organizations.
3. Instructs students in safety procedures necessary for the safe operation of equipment and the care of materials, supplies, furniture, and facilities.
4. Develops and maintains a competency/performance-based curriculum in accordance with sound curriculum design and pedagogical strategies that follow Francis Tuttle quality curriculum standards.
5. Recruits and maintains an active and functional advisory committee comprised of local business, industry, and education partners.
6. Fosters opportunities for students to transition from school to work through internships, job shadowing, and relevant practicum and capstone experiences.
7. Explores innovation and/or future technologies/trends in the welding industry.
8. Maintains parent contact with high school students to discuss progress and how best to assist student's needs.
9. Maintains a positive learning climate where student engagement, innovation, quality work, and self-improvement are fostered and practiced.
10. Collaborates and communicates effectively with other Welding programs across the Francis Tuttle district to ensure consistency.
11. Advises and promotes leadership and skills development for all students through active participation in student organizations such as SkillsUSA.
12. Responsible for classroom/lab management, maintenance of official student records, reports, grades, maintenance of inventory, program budget, state program follow-up reporting, and configuration of software/hardware utilized in the Welding program.
13. Collaborates with staff from the Career Planning Center, Career Readiness & Development team, and the Education Enhancement Center to provide support services to past, present, and future students.
14. Maintains professional competence and participate in school committees and in career technology education professional organizations.

15. Takes an active role in recruiting events within the community and sending high schools.
16. Ability to be present on the job as described under working conditions and contract details.
17. Other duties as assigned.

**Knowledge, Skills, and Abilities:**

- High School diploma or equivalent required.
- Minimum qualifications are five years of relevant employment with an emphasis in Welding.
- The successful candidate will possess or obtain an applicable Oklahoma Teacher Certification.
- Must possess the ability to interpret welding blueprints and specifications and mastery of multiple forms of welding including, but not limited to, oxy-acetylene welding and cutting, shielded metal arc welding, gas tungsten arc welding, gas metal arc welding and flux core arc welding.
- Must possess the ability to use a variety of welding equipment such as a press brake, shear and plasma cutter, etc.
- Ability to cultivate, build and maintain strong long-term working relationships with individuals or organizations with diverse perspectives and backgrounds, adopting practices that promote diversity and equity, consequently maximizing opportunities for student engagement and motivation.
- Exceptional organizational skills, verbal and written communication skills.
- Proficiency in all Microsoft office components (Excel, Word, PowerPoint).
- Ability to consistently deliver superior customer service to internal and external customers.
- Strong flexibility, time management, and organizational skills are a must.
- Anticipate needs, be resourceful and have ability to build strong employee partnerships within the organization.

**Working Conditions:** Steady physical activity is required consisting of some lifting, walking and standing. Occasional extended hours as needed by position responsibilities. Reliable, dependable and punctual attendance. This is not an exhaustive list and reasonable accommodations will be made as needed.

**Organizational Relationship:** Full-time, exempt personnel position report directly to the Instructional Director of Danforth Campus. Evaluated annually in accordance with the provisions of the Board's policy.

**Contract Details:** Ten-month contract (August 1 through May31) subject to annual renewal. Working days and hours are Monday through Friday, 7:45 a.m. – 3:45 p.m. Instructional position may require summer training and contract.

**Benefits:** Francis Tuttle offers a comprehensive benefit package for full-time employment to include paid health and dental insurance, monthly supplemental benefit compensation of \$465, employee leave plan with family friendly work calendar and 100% contribution into Oklahoma Teachers Retirement System. The district will match up to 2% of monthly, base salary with a 403b or 457 retirement plan (base salary does not include stipends or extra duty).

*\* Starting salary represents individuals who are in early stages of career, newer to the role, working toward increasing proficiency.*

*\*\* This range represents individuals who are fully experienced and qualified, demonstrate sustained performance for a period of time and exhibit full proficiency in all aspects of their role.*

**Contact:**

Human Resources  
12777 N. Rockwell Avenue  
Oklahoma City, Oklahoma 73142  
(405) 717-4625  
Only persons of interest will be contacted.

**Disclaimer:**

"The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. This information is not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified."

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