



St. Charles School District

February 25, 2025

HVAC Instructor ADULT AND COMMUNITY EDUCATION

The Adult and Community Education program of the St. Charles City School District is seeking an experienced HVAC Instructor to teach evening courses. These courses are part-time in nature and offered based upon meeting student enrollment minimums.

Responsibilities include, but are not limited to...

- Plan, develop and instruct the principles of basic refrigeration and heat theory, basic wiring schematics, testing, diagnosing, and servicing residential-sized air conditioning units, etc.
- Provide learner guidance to students in a classroom environment favorable to lifelong learning and personal growth.
- Establish effective rapport with students, and motivate students to develop attitudes and knowledge needed to ensure that effective learning occurs.
- Prepare and maintain all required documentation and administrative reports.
- Maintain a secure classroom environment.

Strong knowledge of...

- The subject matter being taught.
- Adult teaching and learning principles, curriculum development, training methods, and test development, if necessary.
- Classroom management skills.

Qualifications...

- Technical college degree or its equivalent is preferred in HVAC or a related technical field.
- Must have a minimum of three (3) years of experience in the HVAC field.
- Must have an understanding of the EPA certification process.
- Proven experience in teaching residential HVAC for the adult learner.
- Must have strong communication and interpersonal skills.
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Terms of Employment: Part-time as per class schedule. No benefits.

Beginning Date: Winter/Spring 2025 – class begins in February

Location: Adult & Community Education, 2400 Zumbuhl Road, St. Charles, MO

Salary: \$35 per hour

Application Process: Interested and qualified persons should:

Complete an online application found on our website www.stcharlessd.org
Contact Hannah Murray 636-443-4004 with questions.

St. Charles School District is an Equal Opportunity Employer