

## **HVAC/Electrical Instructor**

Mahoning County Career & Technical Center (MCCTC) is seeking an experienced HVAC/Electrical professional to serve as an Instructor for our HVAC/Electrical program.

This is a full-time, high school teaching position in a one-instructor program, where the instructor will lead a two-year, hands-on program for 11th and 12th grade students focused on residential and commercial heating, ventilation, air conditioning, refrigeration, sheet metal fabrication and be heavily based in electrical systems. The instructor will prepare students for entry-level employment, apprenticeships, and post-secondary training through a combination of classroom instruction, lab-based learning, and real-world projects aligned to Ohio Career-Technical standards in the HVAC, Mechanical, Electrical, and Plumbing Construction career fields.

This position is ideal for an experienced professional who wants to give back to the trade by training the next generation, while working in a modern lab environment with strong industry and community support.

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### **Schedule & Contract**

- Target Start Date: August 2026
- Monday - Friday, 7:30 a.m. – 3:00 p.m.
- 184-day school year contract
- Summer break and holiday breaks off
- Occasional evening or weekend commitments (open houses, advisory committee meetings, student competitions, and professional development) may be required.

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### **Qualifications**

#### **Minimum Qualifications**

- Industry Experience - Minimum of five (5) years full-time, recent experience in the HVAC/Electrical trade (residential and/or commercial), including installation, service, and/or maintenance. At least two (2) of the last five years must be in active field work. (This aligns with typical Ohio CTE and Ohio HVAC licensing experience thresholds.)
- Demonstrated experience with sheet metal fabrication, duct design, layout, and installation in residential and/or light commercial settings.
- Ability to obtain an Ohio Career-Technical Educator License in the appropriate career field (Mechanical, Electrical & Plumbing / Construction or HVAC-R) through the Ohio Department of Education & Workforce. MCCTC will support the selected candidate through the licensure process.
- High school diploma or GED required; journeyman status, apprenticeship completion, associate degree, or relevant industry certifications strongly preferred.
- Strong verbal and written communication skills and the ability to work effectively with high school students and colleagues in a team environment.
- Ability to integrate technology into instruction (e.g., HVAC simulation software, digital curricula, learning management systems).

- Valid Ohio driver's license and insurability under district policy.
- Ability to pass all required BCI/FBI background checks and pre-employment drug screening, and meet all other employment requirements as mandated by state law and MCCTC policy.

### **Preferred Qualifications**

- Experience supervising or training apprentices, technicians, or crews in the HVAC industry.
  - Familiarity with:
    - Electrical systems and digital controls
    - Energy efficiency, load calculations (Manual J/S/D), and code requirements
    - Commercial rooftop units, chillers, hydronic systems, and refrigeration.
  - Prior experience working with youth or serving as a trainer/instructor in a technical setting.
  - Current industry credentials (e.g., EPA 608 Universal, OSHA 30, NCCER/NATE, factory certifications).
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### **Teaching & Licensure**

- This is an Ohio teaching position
  - Ohio teaching license not required at hire
  - Candidate must be eligible to become licensed
  - MCCTC will assist and support the instructor through the teacher licensure process
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### **Essential Duties and Responsibilities**

The Instructor will. . .

#### **Instruction & Curriculum**

- Teach theory and hands-on skills in:
  - Residential and light commercial heating and cooling systems
  - Heat pumps, gas/oil furnaces, boilers, and hydronic systems
  - Basic refrigeration, recovery, and charging procedures
  - Sheet metal layout, fabrication, and duct installation
  - Air distribution, ventilation, and indoor air quality
  - Basic electrical for HVAC/R (controls, low-voltage, motors, safety
  - Electrical systems, wiring, troubleshooting high and low voltage systems
- Use the approved course of study and Ohio Career-Technical Content Standards to plan lessons, projects, and assessments.
- Integrate employability skills (work ethic, teamwork, communication, professionalism) into daily instruction.
- Develop and maintain a safe, clean, and well-organized lab environment that mirrors current industry practice.
- Use a variety of instructional strategies (demonstrations, live work, simulations, project-based learning, small-group instruction) to meet diverse student needs.

### **Student Assessment & Credentials**

- Design and administer assessments (written, performance-based, and lab tasks) to monitor student progress and mastery of competencies.
- Prepare students for industry-recognized credentials, which may include:
  - EPA 608 Refrigerant Handling
  - OSHA 10-Hour (Construction or General Industry)
  - NCCER Core and/or NCCER HVAC, NATE or other industry-recognized credentials (as approved by MCCTC).
- Maintain accurate records of grades, credentials, attendance, and program data in accordance with district and state requirements.

### **Program & Industry Collaboration**

- Build and maintain strong relationships with local HVAC, electrical, mechanical, and sheet-metal contractors, wholesalers, and unions to support advisory committee work, equipment donations, guest speakers, and work-based learning opportunities.
- Participate in and help coordinate work-based learning experiences such as job shadowing, pre-apprenticeships, internships, and placement of seniors into employment or registered apprenticeship programs.
- Support and advise a student organization related to the trade (e.g., SkillsUSA or similar), including competitions and leadership activities, as applicable.

### **Professional Responsibilities**

- Collaborate with academic teachers, counselors, special education staff, and administration to support all learners, including students with IEPs/504 plans.
- Communicate regularly and professionally with parents/guardians regarding student progress, behavior, and opportunities.
- Participate in staff meetings, in-service training, advisory committee meetings, and required professional development for CTE instructors.
- Follow all MCCTC policies and procedures and uphold high expectations for student safety, conduct, and performance.

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### **Working Conditions**

- Instruction occurs in both a classroom and HVAC lab environment using hand and power tools, testing instruments, ladders, and equipment commonly found in the trade.
- Must be able to lift, move, and set up equipment and materials, and demonstrate tasks safely for students.

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### **Compensation & Benefits**

- Competitive salary
  - Full benefits package
  - College tuition reimbursement
  - Excellent work-life balance
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## **Why MCCTC?**

MCCTC is a forward-thinking, proactive school district that:

- Strongly supports its instructors
  - Provides autonomy to develop and lead the program
  - Values industry experience and hands-on expertise
  - Is committed to workforce development and student success
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## **Application Process**

Interested applicants should email the following to John Zehentbauer, Superintendent, at [jobs@mahoningctc.com](mailto:jobs@mahoningctc.com)

- letter of interest
- current resume detailing HVAC and electrical experience
- 3 professional references, including contact information
- copy of relevant licenses/certifications (HVAC, EPA 608, OSHA, etc.)

Questions can be directed to John Zehentbauer, Superintendent, at (330) 729-4001

Applications will be accepted until the position is filled.

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## **Equal Opportunity & Workplace Culture Statement**

Mahoning County Career & Technical Center is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, or any other characteristic protected by federal, state, or local law.

MCCTC is committed to fostering a safe, respectful, and inclusive learning and working environment where all employees and students are valued, supported, and provided equitable opportunities for success. We believe a diverse and inclusive workforce strengthens our organization and enhances the educational experience for all.