



*Fred W. Eberle Technical Center*  
*208 Morton Avenue*  
*Buckhannon, WV 26201*  
*(304) 472-1259*  
*“Reaching For The Future”*

**Notice of Vacancy**  
**April 22, 2022**

**Position Title: Instructor, HVAC Technician**

**Posting Number: 21 22 10**

**Duties and responsibilities:**

- This employee will be responsible for teaching the HVAC Technician Program Curriculum. This employee needs to have an understanding of the HVAC industry and will prepare students for careers in the industry.
- Maintain and follow all guidelines and records including but not limited to student records, documents, purchases, and receipts as required by the WVDE and FETC, etc.
- Maintain program to the standards of the WV Department of Education,
- Build and maintain a program advisory committee and follow all WVDE guidelines.
- The successful candidate must participate in the professional teaching program through Marshall University or possess WVDE CTE Teacher Endorsement Code(s) 7083.
- The successful candidate will be involved in the appropriate WVDE approved career technical student organizations (SkillsUSA).
- Perform other tasks and assume other responsibilities as the Director or immediate supervisor may assign.

**Minimum Qualifications:**

- Hold a HVAC Technician Certificate
- Hold a high school diploma or GED
- Completed four (4) years (8,000 hours) of satisfactory and reasonably continuous work experience in the field.

Employment Term: 200 days per year.

Salary: Based on qualifications and experience.

**To Apply: All applicants must submit a completed employment application form, letter of application and resume to Rebecca Bowers-Call, Director, 208 Morton Avenue, Buckhannon, WV 26201. Employment applications may be obtained on the school website [www.fetc.edu](http://www.fetc.edu).**

**Application deadline:** Must be received by 3:00p.m. May 6, 2022

*As required by federal laws and regulations, the Fred W. Eberle Technical Center Administrative Council does not discriminate on the basis of sex, color, race, religion, disability, age, and national origin in employment and in the administration of any of its education programs and activities For inquiries contact: Rebecca Bowers-Call, Title IX Director and 504 Coordinator, 208 Morton Avenue, Buckhannon, WV 26201, 304.472.1259 or [rebecca.bowers@k12.wv.us](mailto:rebecca.bowers@k12.wv.us).*