

Branch ISD

Job Description



Job title: Program Manager of Autobody and Custom Paint

Work Location: BACC

Classification: Professional (BIO)

Reports to: BACC Principal

Full Time

Substitute

Exempt

Schedule:

Part Time

Temporary

Nonexempt

7:50am to 3:05pm

Requirements:

Qualification requirements which the Program Manager must possess:

1. Education and/or certification:
 - a. vocational certification for Auto Body or meet qualifications for annual authorization for CIP Code #:47.0603
 - b. valid Michigan Teaching Certificate
 - c. preferred ASE and/or I-Car certified
2. Experience:
 - a. Preferred 3 years working in auto body and repair industry.
 - b. Preferred experience teaching in a CTE program using project-based learning.
 - c. Preferred experience working with Career and Technical Student Organizations (CTSO).

Essential Functions:

1. Mental Tasks:
 - a. Ability to understand written and oral instructions.
 - b. Ability to demonstrate appropriate verbal and written communication in the supervision and teaching of students.
 - c. Ability to practice the principles of team play with other members of the Cluster.
 - d. Ability to learn new technology as it relates to automotive/diesel technology.
 - e. Ability to extrapolate information from collision repair manuals and computer programs, and explain it to students.
 - f. Ability to successfully do presentations to students.
2. Physical Tasks:
 - a. Ability to drive a vehicle, and load/unload vehicles in need of repair.
 - b. Ability to drive and operate a forklift.
 - c. Ability to lift and move objects of at least 50 lbs. (I.e. door panels, fenders, tools, etc.).
 - d. Ability to bend, stoop, squat, and kneel in performing collision repair work.
 - e. Ability to assist students with collision repair related skills.
 - f. Ability to wear safety equipment such as respirators, as well as pass the tests associated with the respirator devices.
3. Equipment:
 - a. Utilize collision repair related equipment such as unitized body machine, spray guns, welders, collision repair tools, etc.
 - b. Utilize office and classroom equipment such the telephone, computer, printer, copier, VCR, and other basic classroom and school equipment.

Policy Requirements:

1. Adhere to applicable Master Agreement, district and/or building policies and procedures including the staff handbook, but not limited to:
 - a. attendance
 - b. business procedures
 - c. student discipline
 - d. safety (tornado, fire, lock-down, abuse/neglect procedures, etc.)
 - e. obtaining parental permission
 - f. personal appearance
 - g. emergency, accident or illness
2. Attend all required meetings and submit required reports on time.
3. Maintain student records, student objectives, and security/inventory of equipment and materials according to identified system.
4. Follow administrative directives, verbal and/or written.
5. Safely supervise students during contact hours.
6. Maintain confidentiality.
7. Remain free of any alcohol or no prescribed controlled substance abuse in the workplace throughout his/her employment in the District.
8. Demonstrate acceptable ethical standards of the profession.

Job Performance:

1. Communication and interpersonal relationship skills expected:
 - a. Communicate clearly and accurately when writing/speaking.
 - b. Communicate student concerns to appropriate:
 - i. administrator
 - ii. other school personnel
 - iii. external personnel
 - iv. parents (verbal, written, telephone and home contacts)
2. Management and organization skills expected:
 - a. Complete assignments and paperwork accurately, on time, and without constant supervision.
 - b. Use a written instructional plan and operate an organized program according to identified system.
 - c. Know whereabouts of students at all times.
 - d. Recommend tool, equipment, material, and resource purchases.
 - e. Maintain an environment that is conducive to student learning by creating a balanced rapport among staff and students.
 - f. Supervise and train para-professionals as assigned relative to all instructional strategies and materials for implementing student program objectives.
3. Application of job knowledge expected:
 - a. Demonstrate logical problem solving skills.
 - b. Demonstrate skill in assisting students to meet objectives and in utilizing educational equipment, materials, and resources.
 - c. Provide positive reinforcement to students.
 - d. Update instruction, program objectives, courses, curriculum, and instructional materials in a systematic way.
 - e. Utilize a variety of educational materials and techniques to meet individual needs of students.
 - f. Meet specific performance objectives developed jointly with immediate supervisor.

Duties:

1. Enforce safety rules and regulations.
2. Keep assigned area in order.
3. Follow BACC curriculum system.
4. Evaluate and grade students using established method.
5. Maintain an active advisory committee.
6. Assist coordinators with job placement of students.
7. Support and assist with youth clubs.
8. Do customer work and bill according to BACC system.
9. Test all students for competencies on an annual basis.
10. Maintain program equipment.
11. Assist with the implementation of students' individualized health care plans.
12. Other duties as assigned.

Employee Name:**Employee Signature:****Date:****Date Created:** May 2021**Revisions:** July 2025