



Alvin Independent School District—Job Description

Job Title: CTE/ Auto Teacher

Wage/Hour Status: Exempt

Reports to: Campus Principals

Pay Grade: Teacher/10 months

Dept./School: JBH

Date Revised: August 2025

Primary Purpose:

The teacher will be responsible for providing students with appropriate learning activities and experiences in automotive repair. The teacher will also prepare students to develop the competencies and skills required to earn ASE Entry Level certifications. Important job functions include teaching the curriculum and managing student behavior/safety within classroom/shop settings.

Education/Certification:

Option 1:

- A bachelor's degree from an accredited institution.
- Valid Texas teaching certificate with required endorsements or required training for the subject and level assigned.

Option 2:

- A bachelor's degree from an accredited institution.
- Two years of full-time wage-earning experience within the past 10 years in an approved occupation for the classes you will be teaching.

Option 3:

- An associate's degree from an accredited institution.
- Two years of full-time wage-earning experience within the past 10 years in an approved occupation for the classes you will be teaching.

Option 4:

- A high school diploma or equivalent.
- Five years of full-time wage-earning experience within the past 10 years in an approved occupation for the classes you will be teaching.

ASE Certification:

Automobile & Light Truck (A1, A4, A5, A6, G1) Required. IF the selected candidate does not currently hold this ASE certification, certification will need to be obtained within 60 days of the start date.

Special Knowledge/Skills:

- Proficiency in safety, handling, and proper use of hand tools and power tools used in the career and technical industry.
- Ability to effectively communicate and work with students, peers, parents, administrators, business partners, and others in the community.
- Ability to prepare students for success on ASE entry-level exams.
- Community partnerships in the related industry that will allow students to connect to Work-Based Learning experiences.
- Knowledge of automotive business practices and the ability to use point of sales systems to track, manage, and complete automotive services for the community in a way that provides students with hands-on learning experiences.



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Major Responsibilities and Duties:

Instructional Strategies

- Present subject matter according to guidelines established by the Texas Education Agency, board policies, and administrative regulations
- Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).
- Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements. Prepare lessons that reflect accommodations for differences in student learning styles that result in student academic success.

Classroom Management and Organization

- Create a classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
- Manage student behavior in accordance with the Student Code of Conduct, student handbook, and IEP.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Assist in the selection of books, equipment, and other instructional materials.

CTE Program Support

- Collaborate with principals, teachers, higher education, and industry advisors.
- Maintain a program inventory.
- Maintain a program budget.
- Serve as the Work-Based Learning instructor for the advanced automotive courses, including completing TEA-mandated WBL training and proper record keeping of off-site learning experiences.
- Encourage and support student participation in aligned CTSO's

Communication

- Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.
- Maintain a professional relationship with colleagues, students, parents, and community members.
- Use effective communication skills to present information accurately and clearly.

Professional Growth and Development

- Participate in staff development activities to improve job-related skills.
- Keep informed of and comply with state, district, and school regulations and policies from classroom teachers.
- Attend and participate in faculty meetings and serve on staff committees as required.
- Demonstrate behavior that is professional, ethical, and responsible.
- Other duties as assigned.



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Working Conditions:

- **Mental Demands**
 - Maintain emotional control under stress.
 - Work with frequent interruptions.
 - Manage students in multiple locations in the program area and off-campus locations
 - This position requires regular interaction with the public
- **Physical Demands-**
 - Frequent standing, stooping, bending, pulling, and pushing
 - Ability to spend many hours on your feet walking or standing.
 - Ability to lift heavy items (45 lbs. or more) needed for working in an industrial lab
 - Biological exposure to bacteria and communicable diseases.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

I have read and understand the responsibilities and duties required for this position as outlined above

Printed Name

Signature

Date