



## **JOB DESCRIPTION**

**JOB TITLE:** Instructor – Diesel Tech & Heavy Equipment Technology  
**DEPARTMENT:** Career and Technical Education (CTE)  
**REPORTS TO:** Director of Career and Technical Education

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**JOB SUMMARY:** To instruct students in the knowledge and skills required in a specific occupation or occupational field, using a systematic plan of lectures, discussions, audio-visual presentations, and laboratory, shop, and field studies. The instructor must use standard-based assessment tools that provide diagnostic, progress and program information for learning assessment and reporting purposes. The instructor must be able to identify and/or develop curricula, training delivery strategies, and materials to support an integrated standards-based education and training system. Sound classroom management principles must be followed by this instructor and a proper learning environment maintained for all students.

**ESSENTIAL DUTIES and RESPONSIBILITIES** *include the following. Other duties may be assigned by Administration.*

- Follow all established policies, practices, and procedures in terms of duties and responsibilities of the position as delegated by the CTE Director and/or designated supervisor.
- Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
- Instruct students individually and in groups, using various teaching methods, such as lectures, discussions, and demonstrations.
- Develop and implement individualized competency-based curriculum and teaching methods to accommodate students' learning needs.
- Establish clear objectives for all lessons, units, and projects, and communicate those objectives to students.
- Plan and implement mathematics and computer technology and usage into the Career & Technical Education training program.
- Establish and maintain open and effective communication with parents, staff, administrators and outside agencies involved with the students.
- Identify and use community resources, people and facilities to enhance the learning experiences for students.
- Develop and maintain contacts with appropriate businesses/industries.
- Seek opportunities for positive public relations, publicity, and community job involvement for the Diesel & Heavy Equipment Program and Career & Technical Education.
- Coordinate the activities of the business/industry advisory committee in cooperation with the CTE Director.

- Plan and supervise work-based learning programs in businesses, industrial shops, and school laboratories.
- Plan and supervise class projects, field trips, visits by guest speakers or other experiential activities, and guide students in learning from those activities.
- Supervise student teachers, aides, or work-based learning students as may be assigned.
- Plan and implement an ongoing documented safety program for the training area.
- Maintain facilities and equipment in a safe, clean, and organized manner.
- Orient and acquaint the students with the policies, regulations, services, resources, and programs of the Clare-Gladwin Regional Education Service District Career Technical Education programs.
- Provide student documentation required by the sending districts.
- Evaluate students following the Clare-Gladwin Regional Education Service District Career Technical Education guidelines.
- Prepare and follow a program budget for equipment and supplies.
- Select, order, store, issue, and inventory classroom equipment, materials, and supplies.
- Meet with parents and guardians to discuss their children's progress and to determine priorities for their children and their resource needs.
- Assist with programs to acquaint new potential students with the Career-Technical Education courses and program offerings.
- Stays current and informed of developments in own and related fields of Career Technical Education.
- Maintain CTE program records for annual CIP Self-Review, Comprehensive Local Needs Assessment, and Perkins grant activities.
- Maintain all aspects of confidentiality as it pertains to students, families, students' records and information, and other protected information.
- Adhere to district policies and procedures.
- Perform other assigned duties and responsibilities as assigned by the Career Center Director and/or delegated supervisor, not in conflict with Board policy, conditions of employment, and/or as outlined in the negotiated Master Agreement.

**QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The following requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be able to be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE**

Valid Michigan Teaching Certificate with Vocational Certification as required.  
Minimum two (2) years trade work experience.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Certificates and/or licenses approved by the State of Michigan, Department of Education, including State Secondary Provisional Certification with Vocational Endorsement or Interim Occupational Certificate with Annual Vocational Authorization with 2-year, 4,000 hours experience requirement.

Valid Michigan driver's license.

**LANGUAGE SKILLS**

Must be able to communicate effectively with students, parents/guardians, co-workers, staff and Administration. Must be able to read, comprehend and analyze instructions, correspondence, memos, reports, curricula and related Career Technical Education rules and regulations. Must be able to compose appropriate correspondence and reporting with clear and concise information utilizing proper spelling and grammar.

**MATHEMATICAL SKILLS**

Must be able to apply concepts such as fractions, percentages, ratios, and proportions to practical situations in order to make comparisons and/or determinations of evaluations of student(s) to the general population, and to produce charts, graphs, and reports.

**REASONING ABILITY**

Must be able to apply common sense and reason to define problems, collect data, establish facts, and draw valid conclusions.

**OTHER SKILLS and ABILITIES**

Must demonstrate cooperative and effective communication skills, both oral and written, and apply active listening skills with people and situations.

Must be able to work with high school age students.

Must be able to plan and implement lessons and apply knowledge of current research and theory to the instructional program.

**PHYSICAL DEMANDS & WORK ENVIRONMENT** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, bend, crouch, kneel, talk, hear, and handle hot items. The employee will frequently use hands and fingers to handle, grasp, feel and hold, reach with hands and arms, and use both manual and power tools. The employee must regularly lift and/or move up to 50 lbs. Frequent fine finger and hand dexterity is used. Specific vision abilities required by this job include close, distance, peripheral and color vision while instructing students both in the classroom and at training sites. The ability to tell where sound is coming from is essential to this job.

Driving and travel to training sites or other school districts may be necessary. This job is performed in a classroom as well as lab sites with fluctuating temperatures. The employee will be exposed to uneven surfaces, dust, and welding equipment typically found in a welding facility. The employee may have a higher incidence of exposure to

students' illnesses. The noise level is moderate to loud.

In the performance of this job, the individual may occasionally come in contact with unruly students and/or adults, and/or be exposed to blood, bodily fluids, and tissue.

### **OTHER INFORMATION**

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee in this position. The employee will be required to follow the instructions and perform the duties required by the employee's supervisor or designee, Superintendent, and/or appointing authority.

Signature below signifies that the employee has reviewed the contents of his/her job description and that the individual is aware of the requirements of said position. In addition, the employee agrees that he/she shall remain free of any alcohol or controlled substance abuse in the workplace throughout his/her employment in the District.

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Employee Signature

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Date

NOTE: Applicants desiring disability accommodations should contact the supervisor and/or Human Resources.

#### **Statement of Compliance with Federal & State Law**

*The Clare-Gladwin Regional Education Service District Board of Education complies with all Federal laws prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Clare-Gladwin Regional Education Service District that no person on the basis of race, color, religion, national origin, creed or ancestry, age, gender, sexual orientation, marital status, or disability shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination in employment or under any program or activity to which it is responsible, or for which it receives financial assistance from the U.S. Department of Education. For information contact the Superintendent at Clare-Gladwin Regional Education Service District, 4041 E. Mannsiding Rd, Clare, MI 48617 (989) 386-3851 or [cghr@cgresd.net](mailto:cghr@cgresd.net).*

**Board Approved: 07.17.13**