

Automotive Technology Instructor
Job Description
Starting the 2025-2026 School Year

Position Type: Teaching
Location: Carbon County Higher Education Center
Reports To: Executive Director

Required: Candidates must hold, or be eligible to hold, a teaching certificate issued by the Wyoming Professional Teaching Standards Board. Associate degree or trade school certification with several years of hands-on automotive repair experience. Possess or be a candidate for ASE certifications. Must pass criminal background checks.

Job Summary:

Automotive technology involves teaching sequential, content-increasing courses in the eight ASE certification areas: engine fundamentals, engine performance systems, brake systems, steering and suspension systems including wheel alignment, automatic transmissions, manual transmissions and other drive train components, heating and air conditioning systems, and electric and electronic control systems.

Instructors are employed by the Carbon County Higher Education Center to teach trades classes to high school students. Classes must conform to the curriculum, standards and benchmarks and common assessments of Carbon County School District #1. Courses taught for college credit must be taught to the content and standards for Western Wyoming Community College courses.

Essential functions- Planning and Preparations:

1. Demonstrate broad knowledge content of all subject areas with specific knowledge in automotive repair.
2. Enable student to meet or exceed standards by use of effective teaching techniques, materials, and integration of technology.
3. Make safety a top priority and enforce all safety protocols.
4. Develop and implement strategies for instruction with special attention to hands-on problem-solving.
5. Teach accurate up to date information.
6. Communicate standards and benchmarks to students routinely and provide appropriate and timely feedback to students regarding their work.
7. Use effective and age-appropriate techniques which promote students personal/social adjustment, positive peer relations, and decision-making skills.

Classroom Environment:

1. Provide a structured environment with a teaching strategy that includes textbooks, videos, presentations, as well as hands on learning opportunities.
2. Create an environment of respect and rapport in the classroom between teacher and students and students to their peers.
3. Establish a culture of learning by conveying the value of the content and the importance of pride in work and by maintaining high expectations for learning for all students.
4. Manage productive and appropriate grouping of students in a classroom, where the uses of materials and time allow for smooth transition from one activity to another.
5. Establish clear standards of conduct, monitor student's behavior, and respond appropriately.
6. Give directions and instructions that are clear to all students in both written and oral language that is grade appropriate.
7. Engage students in learning by linking content to student experiences, allow activities for students' exploration of content, and use appropriate grouping for exploration.
8. Demonstrate flexibility and responsiveness by adjusting lessons to accommodate student needs and use effective approaches to help students who are having difficulty learning.

Professional Responsibilities:

1. Assess current lessons for effectiveness.
2. Maintain accurate records showing students' completion of assignments, progress in learning, and non-instructional information.
3. Communicate concerns and student successes with colleagues, parents, and students in a positive, timely manner.
4. Identify and evaluate all student needs on a continual basis through data analysis.
5. Support and assist, as appropriate, the administration in the implementation of policies, school improvement goals, vision, mission, and procedures of CCHEC.
6. Attend and constructively participate in staff meetings.
7. Assume professional responsibility, for the organization, management, and progress of students under his/her authority.
8. Participate in opportunities for professional development.
9. Show professionalism by demonstrating a commitment to professional standards in problem-solving and decision making and by serving as an advocate for students.
10. Maintain a safe, clean, and orderly teaching shop.
11. Accept other duties as assigned by Director which are aligned to CCHEC Policy.

Expectations:

1. Maintain a positive attitude that supports the mission of CCHEC.
2. Maintain a positive and supportive relationship with all people in the workplace.
3. Teach adult evening classes as assigned (additional compensation).
4. Possess knowledge of group dynamics and interpersonal skills.
5. Possess knowledge of physiological, psychological, emotional, and educational behavioral development of children.
6. Possess appropriate classroom management and discipline skills.
7. Possess technological and computer knowledge and skills as necessary.

8. Possess ability to solve problems.

Physical Demands - Working with students directly and indirectly and when delivering instruction to students, the following physical and environmental demands need to be considered:

1. Prolonged sitting or standing.
2. Able to pick up equipment weighing up to 50 lbs.

Compensation:

Salary range begins at \$51,000; higher for experience/education; 9-month rolling contract.

Benefits include Health Insurance (including an option for a 100% paid premium), Wyoming Retirement System Pension Plan, Long Term Disability, Life Insurance, and numerous professional development opportunities.

Application Procedure: Send resume, cover letter and formal application (found on employment page of our website: <https://www.cchech.org/about-us/employment/>) to: jmoore@cchech.org, for more information call 307-328-9274 and to send via USPS mail:

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