

**\*EXTERNAL POSTING**

FLINT COMMUNITY SCHOOLS  
AN EQUAL OPPORTUNITY EMPLOYER

**Posting Dates: September 2, 2010 – Until filled**

**TITLE: Vocational Technician, Automotive – GASC Technology Center**

**An online application, which can be accessed from our website, is required for all positions. In addition, for all administrative, professional, technical and executive secretarial level positions, applicants must submit a signed letter of application, up-to-date resume', copy of transcripts, and three signed professional letters of recommendation. These documents must be scanned and uploaded through the online application process. The letters cannot be older than 18 months.**

**Current employees should follow bidding or transfer procedures as set forth within their master contracts, if applicable.**

**SPECIAL NOTICE:**

***Your application is not complete until all documents are signed and submitted. Incomplete applications will not be considered for employment.***

**QUALIFICATIONS:**

Education: High School graduate or GED Certificate.

Associate Degree in related area preferred.

Experience: Must have successfully worked in the area of automotive services for a minimum of 2,000 hours or, have an Associate Degree and 1,000 hours of acceptable related work experience.

Must provide verification of work experience.

Must possess two or more current state certifications in automotive areas.

Experience supervising and/or training young adults preferred.

Experience working with individuals who have special needs preferred.

**All applicants must submit a current resume' and references.**

Skills: Demonstrated ability to work with a diverse group of coworkers and to maintain excellent communications with students and other staff.

Demonstrated ability to utilize health related medical equipment in a safe and efficient manner. Knowledge of safety and applicable laws and industry recognized procedures.

Must possess interpersonal skills necessary to successfully operate within a high school instructional environment.

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Must demonstrate an ability to assess student progress and perform a variety of record keeping duties.

Must have excellent communication skills.

**Other Requirements:**

Newly hired employees must satisfactorily pass: 1) physical examination by a medical doctor; 2) police clearance, including digital fingerprinting; 3) reference check; and 4) 5-panel drug test. Must comply with Student Safety Initiative Legislation, as amended.

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

**REPORTS TO:** Principal, GASC Technology Center or designee.

**TERMS OF EMPLOYMENT:** **Employed during the normal school year; 35 hours per week; 198 days per year. Position depends upon Federal funding. Subject to terms and conditions of Vocational Technician's Master Contract. Beginning salary \$ 12.93 per hour.**

**JOB GOAL:**

To work closely with designated staff and community resources to cooperatively develop and implement appropriate instructional approaches and strategies to improve special needs students' performance.

**ESSENTIAL FUNCTIONS:**

Assists students in identifying and using occupationally related tools, equipment and processes in completion of assigned tasks and provides individualized demonstrations.

Maintains contact with other appropriate staff regarding student attendance and progress.

Reviews the safe and appropriate use of instructional materials and equipment with students prior to performing assigned tasks. Must operate within OSHA or other industry recognized safety standards or processes.

Assists the instructor in planning individualized curriculum for designated students.

Provides supplemental and complementary reinforced instruction to students.

Provides supervision of designated students at designated training sites.

Provides instruction and supervision stressing appropriate occupational health and safety standards and practices.

Keeps basic records, and writes reports as directed.

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**ESSENTIAL FUNCTIONS (Continued):**

Participates in staff development activities as directed.

Works as a positive contributing member of a Platform team.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional duties and responsibilities may be assigned.

**EVALUATION:**

Probationary period will be one year.

Performance of this position will be evaluated annually in accordance with provisions of the Board's policy on VT/VSNT personnel.

**UNIFORMS/DRESS CODE**

Industry-appropriate dress code pursuant to platform policy must be followed.

**PHYSICAL DEMANDS FOR POSITION:**

Light Work. (See U.S. Department of Labor Guidelines)

chf-human resources

08/25/10

**Statement of Assurance of Compliance with Federal Laws**

It is the policy of the Flint Community Schools not to discriminate on the basis of color, national origin, age, gender, height, weight, disability, religion, or marital status in any of its programs, activities, or employment. Inquiries should be addressed to the: Executive Director of Human Resources/Legal Affairs • 923 E. Kearsley St., Flint, Michigan 48503-1974 • (810) 760-1124.

**Translation services are available upon request, please call 760-6770**

**خدمات ترجمة متوفرة تحت الطلب, الرجاء أن تتصلوا على رقم الهاتف 760 - 6770**

**Ponemos a sus órdenes el servicio de traducción. Las personas interesadas, favor de llamarnos al 760-6770**

**設有翻譯服務, 祇要提出要求, 請電760-6770.**