



GENESEE INTERMEDIATE SCHOOL DISTRICT
Human Resources and Operations

Employee Job Description

Job Title: **Instructor for Automobile Technician**

CIP Code: 47.0604

Summary:

The GISD Instructor for Automobile Technician is responsible for leading the instructional program and implementing activities for high school students working toward careers in automobile technician. The instructor is responsible for meeting the unique needs of the students assigned to the program and prepares students for careers in automobile technician professions.

Essential Duties (May include, but not limited to):

1. Teaches the state approved standards for CIP Code 47.0604.
2. Divides the course content into 12 segments.
3. Delivers instruction in all 12 segments during the first year.
4. Completes crosswalks for all foundation skills.
5. Organizes and facilitates a minimum of two (2) advisory committee meetings each year.
6. Provides a work-based experience for each student each year.
7. Provides CTSO experiences for all students.
8. Updates the CIP Self-review each year.
9. Updates/revises curriculum each year.
10. Keeps teacher certification current through local, state and national professional development opportunities.
11. Uses Career and Technical Education Management Application software (CATEMA) for articulation.
12. Assesses and measures student growth.
13. Follows GISD procedures and policies for classroom management and safety.
14. Assumes responsibility for classroom materials, equipment and facility.
15. Attends Career-Technical Education Area Center function and events.

Other Duties:

1. Actively participates on the school improvement team.
2. Represents Genesee Intermediate School District at various local, regional and state functions.
3. Participates in graduation and awards programs.
4. Performs other related duties as assigned by the principal.

Qualifications:

Education: Bachelor's degree or higher preferred. Valid Michigan vocational certification in related pathway or be eligible for Interim Occupational Certificate with bachelor's degree and a minimum 4,000 recent and relevant hours of work experience in the field within the past six years.

Experience: Minimum three (3) years successful teaching experience at the secondary level preferred.

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Skills/Other:

Demonstrates appropriate teaching strategies for all students. Demonstrates an understanding of adolescent developmental patterns. Demonstrates a commitment to GISD mission, purpose, belief statements and learning principles. Possesses a strong working knowledge of subject matter and current research on learning. Possesses a high level of skill in developing stimulating student assignments and varied student assessment vehicles. Possesses an ability to develop and reinforce a positive self-concept in each student. Exhibits self-control, mature judgment, congeniality, and ethical standards in all working relationships. Ability to communicate effectively both orally and in written communications. Ability to utilize district technology and work to maintain proficiency, as required skill sets change with technology and/or the needs of the district. Ability to assess and determine the appropriate use of a variety of student standards in all working relationships. Demonstrated mental/physical ability and stamina for meeting the essential duties of the position. Punctuality and good attendance are requirements for the position. Ability to exercise good judgment and make decisions in accordance with GISD board policies and established administrative guidelines.

Special Job Considerations

Certification: Required ☒ Not Required ☐ Desirable

Type of Certification: Administrative ☐ Teacher ☒ Other Valid Michigan vocational certification

Bargaining Unit Position: GIEA ☒ GIEA ☐ None ☐

Salary Schedule: Certificated Salary Schedule

Immediate Supervisor: Principal

Supervision:

Date: July 1, 2014
April 7, 2014

Approved: _____

KPM:fs

Job 464