JOB DESCRIPTION REVISION DATE: 4/30/2012

DEPARTMENT / SCHOOL: Secondary Curriculum

REPORTS TO: Building Principal

SUPERVISES: N/A

POSITION GOAL: Automotive Instructor: Introduce theory and hands-on experience to students on the major automotive systems and the principles of diagnosing and servicing these systems.

ESSENTIAL FUNCTIONS, KNOWLEDGE AND CRITICAL SKILLS:

1. Plans a program of study that follows district guidelines and, as much as possible, meets the individual needs, interests and abilities of students.
2. Implements researched-based teaching strategies that engage all students; acknowledging a range of abilities of students and cultural backgrounds.
3. Creates an environment conducive to learning and motivates students through effective communication and evaluative feedback.
4. Displays a thorough knowledge of curriculum and subject matter.
5. Provide training on NATEF: Tools and Equipment; Looking for Information; Preparing Vehicle for Service; Preparing Vehicle for Customer; Basic Vehicle Service, Engine Repair; Automatic Transmission; Manual Drive Train and Axles; Suspension and Steering; Brakes; Electrical/Electronic Systems; Heating and Air Conditioning; Engine Performance.
6. Introduce to the automotive repair industry; OSHA safety course; ATC shop procedures; Tool and equipment use, care, and safety; Instruction in the storage, handling, and use of Hazardous Materials; Appropriate removal and disposal according to federal, state, and local regulations.
7. Introduce Skills USA and ASE certification and testing.
8. Introduce core academic skills to the requirements of automotive services; Complete work order to include customer information, vehicle identifying information, customer concern, related services history, cause, and correction.
9. Teach function and applications of the tools, equipment, technologies, and materials used in automotive services.
10. Teach students how to apply concepts and skills of the trade to stimulated and actual work situations.
11. Provide training on identifying sources of service information; Locate and use paper and electronic service information; Locate and use Technical Service Bulletin; Demonstrate awareness of special service message, service campaigns/recalls, vehicle/service warranty applications, and service interval recommendations.
12. Provide training on how to locate and use current references and training materials from accepted industry publications and resources.
14. Maintain inventory and appropriate maintenance of shop and equipment.
15. Maintain well-organized information and documentation and provide as needed to NATEF and ETL team visits; Course of study, class schedules, course description, examples of hands on performance tests, and other documentation.

16. Plans for and guides the learning process toward the mastery of curriculum goals, and
establishes clear objectives for all lessons, units, and projects that are clearly communicated to students.

17. Utilizes instruction technology and electronic resources to develop student centered learning opportunities.

18. Integrates technical, literacy, math and science skill development to provide relevant, STEM learning opportunities for all students.

19. 2000 hours related work experience preferred.

20. Implements school improvement plans and strategies.

21. Collaborates with colleagues, students, and/or parents on a regular basis, and as requested by the administration

22. As appropriate, implements assessments of student progress and communicates progress to students and parents

23. Sets high expectations for student achievement and behavior and motivates students to work to their highest potential.

24. Assists in the referral and diagnosis of students with learning difficulties, seeking assistance from other school personnel as required.

25. Work cooperatively with building principal and/or director in assessing his/her teaching strengths and weaknesses, and planning and implementing a program to improve his/her teaching competencies.

26. Participate on curriculum, personnel, policy or professional development committees related to the educational program.

27. Maintains accurate, complete, and correct records as required by law and district policy.

28. Assists administration in implementing student discipline policies and maintains order in area(s) assigned and/or supervised in a fair and just manner.

29. Performs other duties as assigned by the principal, or other administrative staff.

KNOWLEDGE AND CRITICAL SKILLS:


2. Instructors must attend a minimum of 20 hours per year of recognized industry update training.

3. Must be active in organizations like ICAIA, TEAI, or advanced automotive training seminars to retain minimum 20 hours training a year per NATEF requirement.

4. Excellent written and oral communications skills along with excellent computer skills.

5. Excellent organizational skills.

EXPERIENCE AND EDUCATION:


2. Illinois teaching certificate.

3. Related work experience and AYES and NATEF Certification preferred.

4. Teaching experience is preferred but not necessary for hiring.

Comments:

ENVIRONMENTAL CONDITIONS:

1. Must work in noisy and crowded environments.

2. Indoors/Outdoors in a busy school environment.

3. Frequently work at a fast pace with unscheduled interruptions.

4. May be required to leave main work site to attend meetings.
5. Public contact requiring appropriate business-like apparel.

**PHYSICAL DEMANDS:**
1. Requires prolonged sitting or standing.
2. Occasionally requires physical exertion to manually move, lift carry, pull, or push heavy objects or materials.
3. Occasional stooping, bending, and reaching.
4. Must work indoors.

**ADA:**
The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

**TERMS OF EMPLOYMENT:**
Nine month position (189 work days)

**EVALUATION:**
Performance of the position will be evaluated with provisions set by the Board of Education as per contract.

Employee Signature: ________________________________ Date: _____________

Supervisor Signature: ________________________________ Date: _____________