

AUTOMOTIVE SERVICE TECHNOLOGY Instructor Job Description

Qualifications:

- Minimum of four years verifiable experience in automotive service with no degree OR minimum of two years verifiable experience in automotive service with an Associate's Degree
 - Must be willing to obtain required license and/or permit within the time permitted by JPS and/or the appropriate state licensing organizations (Arkansas Department of Elementary and Secondary Education teaching license and/or Arkansas Department of Career and Technical Education technical permit)
 - Knowledge of and experience in all of the following areas:
 - Maintenance and Light Repair Automotive Technology and MLR ASE certification*
 - Suspension and Steering and ASE certification*
 - Engine Performance and ASE certification*
 - Automotive Electrical Systems and ASE certification*
 - Brakes and ASE certification*
 - Familiarity with OSHA and willingness to acquire OSHA training and certification
 - Understanding schematics, blueprints and various layout drawings and their use in the automotive marketplace
- *State of Arkansas requires Automotive Service Technology instructors to pass the ASE certification exams for instructor competence in above areas while NEACTC encourages instructor to be Master ASE certified; certification may be completed during the timetable in which instructor is completing state licensing/permitting requirements

Job Requirements:

Program Coordination

- Coordinate and supervise all aspects of the Automotive Service Technology program of study
- Ensure that Automotive Service Technology students understand the importance of earning student college concurrent credit (even if additional areas of automotive service must be taught)
- Ensure that Automotive Service Technology students earn relevant industry certifications under direction of instructor
- Contact business professionals in the Automotive Service Technology industry and grow the program advisory committee to meet NEACTC administration goals and objectives for community involvement by industry professionals
- Ensure that Automotive Service Technology students enroll in an appropriate CTSO (Career Technical Student Organization) such as SkillsUSA and compete as recommended to represent NEACTC in competitions
- Participate in course development, assessment, accreditation and planning activities
- Recruit and retain students in the Automotive Service Technology program of study
- Create a safe, positive environment conducive to learning and appropriate for the physical, social, and emotional development of students
- Meet the physical demands of teaching the Automotive Service Technology program of study
- Coordinate purchase of equipment and supplies; seek donated materials from business and industry partners
- Instruct, foster and model skills and abilities needed to be employed in industry, including application process, interviewing, teamwork, communication skills, employability skills, certifications, etc.

Community Involvement

- Build positive relationships and collaborate with community, parents, students, teachers, business partners, administrators and other stakeholders
- Establish and maintain open communication with all stakeholders through a variety of interpersonal, verbal, written and technological mediums
- Coordinate guest speakers, tours, job-shadowing, mock interviews, internship, apprenticeship and other opportunities for Automotive Service Technology students

Professional Development

- Attend and receive training in areas of instruction as needed for licensure, permitting or as recommended by NEACTC or JPS district administration
- Participate in training to enhance professional skills and acquire knowledge of the most current methods and techniques (attend required training out of state annually to meet NEACTC accreditation for Automotive Service Technology)

Professional Responsibilities

- Maintain and keep ACCURATE records of inventory and district assets used in Automotive Service Technology program
- Service and upkeep of all inventory in Automotive Service Technology program of study
- Adapt to the policies, procedures, culture and expectations of both Jonesboro Public Schools (JPS) and Northeast Arkansas Career & Technical Center (NEACTC)
- Maintain confidentiality
- Perform job functions with trust, integrity, courtesy, enthusiasm and a commitment to excellence
- Demonstrate regular and prompt attendance
- Be an active and supportive contributor to JPS and NEACTC academic initiatives
- Collaborate with JPS and NEACTC staff colleagues and administrators

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CRITICAL NOTE: INSTRUCTOR IS EXPECTED TO COMPLETE ALL DUTIES AS DICTATED BY DIRECTOR AND ASSISTANT DIRECTOR WHICH MAY NOT BE LISTED IN THIS DOCUMENT

Applicant PRINTED Name

Applicant SIGNATURE

Date