

JOB DESCRIPTION



Position Title: Instructor of Automotive Technology

Division: Business and Technology

Employment Category: Faculty

Primary Location: District-wide
Based on the Sierra Vista Campus

FLSA Classification: Exempt
Remote Work Eligible: No

Parameters: Full-time; Academic Year

Pay Grade: Faculty 9M

Position Summary: The Instructor of Automotive Technology is responsible for classroom and lab instruction in various Automotive and Light-duty Diesel courses and assists in constructing degree/certificate programs and updating the current curriculum. Responsibilities of this position include assisting in the development and execution of a long-term growth strategy for the automotive program.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Assists in the development of new courses, curriculum, instructional materials and assessment tools.

Reviews and updates course outlines, textbooks, and lab exercises. Assists with the preparation of curriculum updates and development and/or modification of new and current degrees or certificates.
Assists with curriculum assessment activities

Integrates learning and curriculum from peer institutions, professional development opportunities, and professional training to continuously improve program quality

Applies and maintains standards of quality curriculum, operating methods, processes, systems, and procedures and implements changes as necessary to maintain a safe and successful automotive and light-duty diesel program

Participates in program course scheduling, department, division and college meetings; serves on college committees as assigned; collaborates with other CTE programs, as well as other college faculty and instructional managers, to review and maintain the integrity of department curriculum

Assists in recruiting students and supporters to the program, including participation in job fairs, recruiting events, and other special events related to the automotive and light-duty diesel programs

Maintain partnerships with relevant area industry; assists with facilitation of advisory council meetings (minimum of once per academic year)

Performs other related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

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Education and Experience Requirements:

Associate degree in a related discipline from a regionally accredited institution of higher learning recognized by the US Department of Education
ASE Master Certification
Three years related industry experience

Preferred Qualifications:

Bachelor degree in related discipline from a regionally accredited institution of higher learning recognized by the US Department of Education
Five years related experience
Successful teaching experience, preferably at a community college

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

Knowledge, Skills and Abilities:

Knowledge of and ability to follow college policies and procedures
Knowledge of trends, developments, and new technologies affecting the automotive and light-duty diesel industry
Knowledge of and abilities in proper handling of hazardous materials used in the department, including proper storage, maintenance, and disposal
Knowledge of curriculum and program development
Knowledge of public relations/marketing practices methods
Knowledge of the proper operation of and the ability to use personal computers and standard office equipment
Skill in creating, adapting, and implementing student-directed, participatory, project-based curriculum
Skill in instructing students from diverse cultures and/or backgrounds
Skill in using authentic assessment to evaluate students' needs and progress
Skill in integrating technology into curriculum and other educational services
Ability to explore non-traditional approaches to education in a comprehensive community college atmosphere
Ability to participate in continuous improvement processes and strategies
Ability to establish and maintain effective working relationships with supervisors, other department staff, students, the public, and the automotive industry
Ability to communicate effectively verbally and in writing
Ability to organize, prioritize and follow multiple projects and tasks through to completion
Ability to maintain confidentiality and to effectively identify and resolve problems

Work Environment: Work is primarily performed in a classroom or laboratory setting under limited supervision. Incumbents may be exposed to electrical, mechanical, and chemical hazards.

Physical Requirements: Essential functions of this position require: manual dexterity, ability to communicate, lifting, kneeling, squatting, climbing, crawling, stooping, turning/twisting, balancing, reaching and handling with varying frequencies.

Heavy work: Occasional lifting and carrying objects up to 75 pounds, Frequent lifting and carrying, pushing, or pulling objects weighing up to 50 pounds; and/or continuous lifting, carrying, pushing, or pulling 10-20 pounds.

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Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem solving skills are important

Reports to: Dean of Business and Technology

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.