

**CROWDER COLLEGE
POSITION DESCRIPTION**

Status: FT, 9 months	Title: AUTOMOTIVE TECHNOLOGY INSTRUCTOR - CTEC
Revised: 03/02/2015	Department: CTEC
Level: FACULTY	IPEDS FACULTY
FLSA: EXEMPT	Reports to DIRECTOR OF CTEC

POSITION SUMMARY

Provide instruction to high school students in all areas of automotive technology with concentration placed on engine performance, steering and suspension, electrical systems, and brakes. This position will coordinate efforts to obtain and maintain NATEF/ASE certification of the high school automotive program. This person will collaborate with current staff and automotive industry representatives as well as develop curriculum and deliver instruction in laboratory and classroom environments, using effective delivery methods to enhance students understanding.

MAJOR FUNCTIONS

1. Provide instruction in all areas of automotive technology, to include: customer relations, estimating, acceptable industry practices, and auto shop safety.
2. Identify and develop curriculum in support of current and emerging program needs.
3. Assist with student recruitment and job placement.
4. Coordinate efforts to maintain NATEF/ASE certification of the secondary automotive program.
5. Establish and/or maintain industry-based advisory panel(s) in support of secondary automotive technology programs.
6. Participate in marketing activities for the division and/or institution by interfacing with the technical education center's Student Services staff to provide supporting information/materials as required for the development of advertising promotions such as brochures, media spots, web pages, posters, etc.
7. Assist with repair and maintenance of the technical education centers fleet.
8. Participate in professional development workshops, conferences, and meetings.
9. Perform other assigned duties and tasks as appropriate for the position.

Learning is the key to human growth and development. The primary function of faculty members at Crowder College is to help students maximize their learning. In order to help our students be better learners, faculty members are expected to:

1. Devote full time and energy to maximize student learning outcomes.
2. Continue learning through professional development activities.
3. Be role models for learning behavior.
4. Include students in all facets of instruction, guidance and academic association.
5. Maintain confidential relationships with respect to student information.
6. Respect student thought.
7. Select appropriate texts and other course materials in conjunction with the appropriate administrator.
8. Adhere to student abilities and competencies as defined by DESE.
9. Return evaluated student exams and papers in a timely fashion.
10. Maintain grades and class status information.
11. Submit required reports by deadlines
12. Serve on institutional committees as needed.

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE
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1. Must have or qualify to obtain Missouri Technical Education Teacher Certification.
2. Associate or Bachelor's Degree preferred.
3. Two to five years of occupational experience directly related to the automotive industry.
4. Ability to plan, organize, and implement responsibilities effectively.
5. Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public.

EQUIPMENT/SOFTWARE

Information Technology Abilities required:

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| 1-1 | Ability to operate a personal computer using the Windows environment. |
| 1-2 | Ability to understand operating a personal computer within the Crowder College Network environment. |
| 1-3 | Ability to use E-mail. |

POSITIONS SUPERVISED

NONE

WORKING CONDITIONS

1. Work involves working with classroom equipment as well as automotive repair equipment, tools, repair parts.
2. Work in an environment with minimal exposure to temperature changes, noise, dust or chemicals.
3. Will follow the high school technical education centers calendar, created to accommodate the sending district calendars.
4. Evening and/or weekend work may be required from time to time.
5. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
6. A neat appearance and appropriate businesslike apparel are required.

PHYSICAL DEMANDS

1. Work involves working with classroom equipment and requires mobility within the classroom/shop and campus.
2. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms' stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.

LANGUAGE/COMMUNICATIONS SKILLS

1. Ability to communicate effectively with a variety of people, including staff, students and the general public, in both written and oral mediums.