

**CROWDER COLLEGE
POSITION DESCRIPTION**

Status: FT, 9 months,	Title COLLISION REPAIR INSTRUCTOR
Revised: 5/24/2016	Department CTEC
Level: Faculty	IPEDS FACULTY
FLSA: Exempt	Reports to CTEC Director/AVP Career and Technical Education

POSITION SUMMARY

Teach entry-level skills to secondary students for the collision repair field according to state competencies. Students are taught both in the classroom and in a job shop environment. Opportunities to teach post-secondary courses are available but not required.

MAJOR FUNCTIONS

1. Teach in the required areas of collision repair including; non-structural repair, structural repair, mechanical and electrical, and painting and refinishing.
2. Identify curriculum needs and develop innovative activities to address those needs.
3. Show commitment to the program, division and total institution.
4. Assist with student recruitment and job placement.
5. Participate in professional development workshops, conferences and meetings.
6. Assist with student advisement.
7. Assist as program advisor for USA-SKILLS VICA.
8. 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 model 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 division chair. Selection of materials should be reported to the bookstore by the prescribed deadlines.
8. Adhere to student abilities and competencies listed in the institutional syllabi of courses taught.
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. Meet classes at the listed times.
13. Serve on institutional committees as needed.
14. Support college activities.

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE

1. Must have or qualify to obtain Missouri Career Education Teacher Certification.

2. Minimum of two to five years of occupational experience directly related to the collision repair industry depending on earned college degrees.
3. ASE and/or I-CAR Certifications in Non-Structural Repair, Structural Repair, Mechanical and Electrical, Painting and Refinishing preferred or be able to obtain within a year after employment.
4. Associate or Bachelor's Degree preferred.
5. Must successfully pass an FBI Background Check.
6. Ability to plan, organize, and implement responsibilities effectively.
7. Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public.
8. Information Technology Abilities required:
 - Ability to operate a personal computer using the Windows environment.
 - Ability to understand operating a personal computer within the Crowder College Network environment.
 - Ability to use E-mail.

EQUIPMENT/SOFTWARE

1. Operate standard collision repair shop equipment as required by curriculum.
2. See above Information Technology abilities.

POSITIONS SUPERVISED

None

WORKING CONDITIONS

1. Generally indoors in a normal classroom or shop environment, with some exposure to temperature changes, noise, dust or chemicals.
2. Normal college working hours but adjustment of hours involving evening and/or weekend work may be required from time to time.
3. 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.
4. A neat appearance and appropriate apparel are required.

PHYSICAL DEMANDS

1. Work involves operating shop equipment and requires mobility within the classroom 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

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