JOB DESCRIPTION

TEACHER — AUTOMOTIVE TECHNOLOGY

JOB TITLE: Teacher - Automotive Technology
WAGE/HOUR STATUS: Exempt

REPORTS TO: Principal/CTE Director
TERMS: 187 Days

DEPARTMENT: Career and Technology
PAY GRADE: Teacher Pay Schedule

PRIMARY PURPOSE:

Provide students with appropriate learning activities and experiences in the subject area assigned to help them fulfill their potential for intellectual, emotional, physical and social growth; enable students to develop competencies and skills to function successfully in society.

QUALIFICATIONS:

Minimum Education/Certification:
Bachelor’s degree from accredited college or university
Valid Texas teaching certificate with required endorsements for subject and level assigned
Demonstrated competency in the subject area assigned

Special Knowledge/Skills:
- Specific knowledge of subjects assigned
- General knowledge of curriculum and instruction
- Ability to instruct students and manage their behavior
- Strong organizational, communications, and interpersonal skills

Minimum Experience:
Minimum of two years successful teaching experience, preferred

MAJOR RESPONSIBILITIES AND DUTIES:

1. Work with the district to facilitate automotive certification
2. Act as an advisor for Skills USA (VICA) club
MAJOR RESPONSIBILITIES AND DUTIES: (continued)

3. Present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations

4. Organize and maintain an active Automotive Advisory Committee

5. Work closely with community colleges and technical institutes to develop seamless articulation agreements

6. Actively recruit students for the automotive program

7. Participate in staff development and in planning for student achievement

8. Attend required meetings and participate in campus related activities

9. Support principal and work cooperatively with staff, parents, and students

10. Comply with district policies, as well as state and federal laws and regulations

11. Adhere to the district’s safety policies and procedures

12. Maintain confidentiality in the conduct of district business

13. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)

14. Demonstrate regular and prompt attendance

15. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

Supervise assigned teacher aide(s) as required

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment
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WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

EVALUATION:

Teacher Evaluation and Support System (T-TESS)

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: ____________________________________________________________

Signature: ______________________________________________ Date: ____________

ESTABLISHED/REVISED: April, 2017