



# Longview Independent School District

## JOB DESCRIPTION

### TEACHER – AUTOMOTIVE TECHNOLOGY

<b>JOB TITLE:</b>	Teacher - Automotive Technology	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Principal/CTE Director	<b>TERMS:</b>	187 Days
<b>DEPARTMENT:</b>	Career and Technology	<b>PAY GRADE:</b>	Teacher Pay Schedule

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#### 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



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### 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)

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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**