



Job Description - Automotive Instructor

QUALIFICATIONS AND SKILLS

- Current certification in following ASE Areas - (Minimum) **G1, A4, A5, and A6**
- Eligible for **Annual Career Authorization** in CTE Program (Current and valid State of Michigan licensure or national certification with 4,000 hours of relevant experience.
- Recommended - Valid Michigan Secondary Teaching Certification with the appropriate Vocational Endorsement that relates to teaching Auto Mechanics.
- Physically and mentally capable of rigorous work (capable of standing and sitting for extended times, and lifting or pushing a minimum of 50 pounds)
- Pass and maintain School Employment background check

ESSENTIAL DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO

The Instructor of Automotive Technology is responsible for classroom and lab instruction in various specific areas of automotive certification. Responsibilities of this position include a heavy focus on aligning and maintaining program standards to meet the ***Automotive Service Excellence (ASE) Industry Standards***, and preparing students to meet those requirements.

- Instruction in the areas of brakes and system repair, suspension and alignment, electrical theory, diagnosis and repair, engine operation and repair, drive trains, engine performance, as well as heating and air conditioning systems.
- Ensure guest satisfaction by effectively managing the production service floor.
- Guide students on the live service floor and assist in problem solving.
- Assist students in articulation agreements with post-secondary schools.
- Instruct, and maintain a high awareness of safety regulations while in the classroom and on the service center floor.

- Instructs students in a classroom setting in an assigned area of responsibility, ensuring applicable core competencies are addressed; develops course syllabus; plans, teaches, observes; grades assignments completed by students; and evaluates overall student performance.
- Demonstrates ability to be flexible in dealing with customers, staff, students, and parents.
- Maintains a calm demeanor when dealing with a crisis/violent situation,
- Participates in the development of applicable instructional materials, exams, workshops, tutorials, presentations, support items, special programs, and/or other related items.
- Conducts research of new and/or revised programs and ideas, educational philosophies, and/or other applicable items, and maintains current knowledge of the discipline.
- Facilitates study sessions and workshops with students.
- Prepare for a substitute, if needed.
- Regular and consistent in person attendance.
- The skill to research effectively, including the use of the Internet for research, Google Applications, Microsoft Word/Excel/Office, and other educational software and programming.
- Valid driver's license with reliable transportation.
- Other responsibilities as deemed appropriate by the upper school administration
- Interested candidates please send a resume to Rob Shadley at rshadley@charltonhestonacademy.com or call 988-912-8341