



JOB DESCRIPTION

JOB TITLE: Auto Body Technology (full-time)

LOCATION: Rowanty Technical Center

IMMEDIATE SUPERVISOR: Rowanty Technical Center Principal

PAY GRADE: Teacher

FLSA STATUS: Exempt

GENERAL DEFINITION OF WORK

Performs instructional duties to high school students enrolled in the Auto Body Technology curriculum provided by the Career & Technical Education Center to area high schools. Central to the program is the management and conduct of a classroom and practical laboratory for teaching the related skills to high school students.

ESSENTIAL FUNCTIONS

The minimum performance expectations include, but are not limited to the following actions:

- Meets and instructs the student(s) in the locations and at the time designated;
- Develops and maintains the physical environment of the classroom and lab that is conducive to effective learning within the limits of resources provided by the system;
- Prepares for classes assigned and shows evidence of preparation upon request of the immediate supervisor;
- Integrates the use of technology and academic skills in the development of technical skills;
- Maintains and integrates current occupational competencies;
- Encourages students to set and maintain high standards of classroom behavior.

Provides and effective program of instruction to include:

- Utilizes a variety of instructional skills;
- Demonstrates knowledge of child growth and development;
- Utilizes materials and resources in accordance with the adopted curriculum and consistent with the physical limitations of the location provided;
- Demonstrates mastery of content area;
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities;
- Documents and submits student progress, grades, attendance, and completion of competencies following policies and practices;
- Maintains and upholds school policies and procedures;
- Maintains records as required by law, system policy, and administrative regulations;
- Assists in upholding and enforcing school rules and administrative regulations;
- Makes provision for being available to students and parents for education-related purposes within contractual commitments;
- Attends and participates in faculty meetings;
- Cooperates with other members of the staff in planning instructional goals, objectives, and methods;
- Assists in the selection of books, equipment, and other instructional materials;
- Works to establish and maintain open lines of communication with students, parents, and colleagues concerning both the academic and behavioral progress of all students;



- Establishes and maintains cooperative professional relations with others;
- Assists students in the development of student portfolios;
- Performs related duties as assigned by the administration in accordance with the school/system policies and practices;
- Provides an effective, up-to-date learning laboratory;
- Maintains inventory of equipment and instructional supplies;
- Develops effective working relationships and advisory committee with local businesses;
- Orders, sets up, maintains, and monitors use of health care equipment and material;
- Maintains a clean and organized work environment.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of managing a auto body technology shop. Thorough knowledge of instructional methods and presentation strategies for student learners. Ability to create a classroom/laboratory environment that fosters mutual respect with students and a positive learning climate. Communication skills appropriate for interaction with fellow teachers, center staff, parents, and the community.

EDUCATION AND EXPERIENCE

Candidate must hold current certification from NATEF for the ASE Collision Painting and Refinishing or be eligible to obtain one. Candidates must hold, be eligible for, or be willing to obtain a Virginia Collegiate Professional or Technical Professional licensure with endorsement in applicable subject area. Candidate must have a minimum of three years of satisfactory occupational experience in the area of Auto Body Technology. Candidate is desired to have familiarity with I-CAR.

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS:

Duties performed typically in school settings to include: classroom, technical lab, business site off campus. Frequent walking, standing, light lifting commiserate with physical expectations for instructors, and other limited physical activities are required. Occasional travel with students on field trips may be necessary. Occasional movement of students by wheelchairs and other mechanical devices may be required. Regular instruction to special needs children may be necessary. Occasional lifting of equipment weighting up to 50 pounds may be required. Daily personal and close contact with students to provide classroom management and learning environment support is required. Regular contact with other staff members and parents is required. Frequent contact with parents by phone and in person as necessary.

EVALUATION

Performance will be evaluated on the ability and effectiveness in carrying out the above responsibilities.