



## RIVERSIDE UNIFIED SCHOOL DISTRICT

**TITLE:** CTE AUTOMOTIVE TEACHER

**WORK YEAR:** 185 Days

**REPORTS TO:** Principal

### **EDUCATION AND EXPERIENCE:**

- Possess a valid California teaching credential in Career Technical Education (CTE) Credential authorizing automotive instruction
- Must possess a valid California driver's license
- Minimum of three (3) years or more of related work experience in the automotive industry within the last three (3) years.

### **PRIMARY FUNCTION:**

Under the direct supervision of the Principal and/or Assistant Principal, the Automotive Teacher will provide instruction in the basic techniques of the automotive industry; prepare students for immediate entry into the automotive industry or to continue studies at post-secondary institutions; plan, develop, organize and conduct a comprehensive automotive program for secondary students; perform other related functions as required

### **AREAS OF RESPONSIBILITY:**

- Teach concepts and skills in the automotive industry such as, but not limited to: engine rebuilding, tune up, lubrication, ignition, wheel/tire balancing, alignment, fuel systems, transmission/transaxles, chassis and body, electrical systems, brakes, suspension and steering, axles/drive axles/differentials, engine performance and emissions, air conditioning and heating, and other related automotive applications to secondary students utilizing a course of study adopted by the Board of Education, District and/or School Site
- Develop, plan, organize and maintain effective classroom management strategies in alignment with District and School Site policies, guidelines and procedures
- Develop, implement and monitor safety policies and procedures for all automotive related activities, equipment and tools used in automotive repair trades; align safety policies and procedures with District and School Site policies and procedures
- Instruct and supervise students in the appropriate and safe use of all related tools and technology
- Develop and maintain an organized, orderly and clean classroom and automotive workshop

- Develop effective lesson plans that follow state approved Career Technical Education (CTE) standards and develop and demonstrate industry skills and concepts using frequent hands-on activities, models, teacher-prepared instructional aids, supplies, technology, and lab experiences on and off campus
- Utilize a variety of instructional approaches, visual aids and models to demonstrate and teach automotive industry concepts
- Adapt the curriculum, materials and methods to develop sequential assignments that guide, challenge and meet the differentiated needs of the students
- Guide students in making career-related decisions and provide students with instruction on general employment skills including (but not limited to) communication skills, job retention skills and resume writing
- Establish and maintain ongoing relationships with local employers to develop training and/or employment opportunities for students; set up community classroom internships with local employers; place students at worksites, monitor and document their progress; maintain required documents and records
- Evaluate each student's progress in knowledge, concepts, application and skills in relationship to the level being taught
- Prepare student progress reports; consistently communicate student progress to students, parents, school counselors and site administration
- Motivate, advise, assist, and mentor automotive students
- Recruit students to participate in the automotive program
- Attend and participate in faculty and District meetings as assigned
- Maintain current professional competence of automotive industry practices and training methods through participation in District and Out-of-District professional development activities as assigned or approved by District and School Site administration
- Represent the District by participating in community and national organizations that enhance the automotive industry
- Recommend the purchase of tools, materials, books, instructional aids and supplies as needed; maintain required inventory records of all materials and supplies; store, secure, maintain and requisition repairs, updates and replenishment of all materials and supplies
- Identify pupil needs and cooperate with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems
- Supervise students in out-of-classroom activities during the assigned working day; attend school, faculty and community activities as appropriate
- May plan and coordinate the work of aides, teacher assistants, para-professionals, and student teachers
- Perform other related duties as assigned

**Knowledge of:**

- Principles, theories, practices, methods and techniques used in curriculum development, lesson planning and classroom automotive instruction
- Current automotive industry practices and trends related to engine rebuilding, tune up, lubrication, ignition, wheel/tire balancing, alignment, fuel systems, transmission/transaxles, chassis and body,

electrical systems, brakes, suspension and steering, axles/drive axles/differentials, engine performance and emissions, air conditioning and heating, and other related automotive applications

- California approved CTE curriculum expectation for automotive instructional concepts being taught
- Principles, theories, practices, methods and techniques to create a classroom environment that promotes positive student conduct and motivation for student learning
- Student guidance principles and practices
- Applicable sections of the State Education Code, District Policies and other applicable laws
- Current trends and research concerning the growth and development of students
- Hazardous waste and environmental issues related to the automotive industry

**Ability to:**

- Adapt plans and instructional delivery to meet the differentiated needs of students
- Work independently with little direction
- Create an instructional program and a class environment favorable to learning and personal growth
- Provide instruction in current automotive applications
- Monitor students in classrooms, on school grounds and off-campus for school related activities
- Maintain professional and positive relationships with students, parents, colleagues and administration
- Work in a diverse socio-economic and multicultural community. h. Operate a computer and job related equipment
- Read, interpret, apply, and explain rules, regulations, policies, and procedures
- Maintain current knowledge of applicable curriculum and school instruction related regulations
- Establish and maintain a variety of accurate record keeping and filing systems
- Communicate effectively both orally and in writing
- Maintain consistent, punctual and regular attendance

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical, mental and environmental requirements (*reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions*):

**Physical:**

- Ability to push, pull, and transport instructional and/or presentation materials
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to sit, stand and circulate for extended periods of time
- Physical stamina sufficient to sustain light physical labor for up to eight (8) hours

- Ability to lift/carry/push/pull up to forty (40) lbs. on a regular basis
- Ability to understand speech at normal levels
- Ability to bend, twist, stoop, kneel and reach in all directions
- Physical dexterity in limbs and digits to carry out the above assigned essential responsibilities and operate common automotive tools
- Ability to drive a personal vehicle to conduct business
- Generally the job requires 15 percent sitting, 45 percent walking, and 40 percent standing
- Ability to follow and comply with all safety procedures and policies relative to maintaining a safe work environment

**Mental:**

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving
- Ability to effectively manage coinciding multiple tasks and responsibilities. e. Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication so others will be able to clearly understand the written communication
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels.

**Environment:**

- Indoor – frequently (temperate variations)
- Outdoor – occasionally (temperate variations)
- Ability to work in a laboratory setting, desk and in meetings of various configurations.