



Richmond County Schools  
Dr. Joe Ferrell, Superintendent  
118 Vance Street, Hamlet, North Carolina 28345  
Phone: 910-582-5860

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**POSITION:**

**AUTOMOTIVE SERVICE TEACHER**

**REPORTS TO:**

Principal

**JOB DESCRIPTION:**

The Automotive Service Teacher, teaches one or more classes to students in the area for which a NC teaching license is held. The employee is required to plan, organize, and present instruction and instructional environments that help students learn subject matter and skills that will contribute to their educational and social development. The employee also assists in other school programs as assigned and creates a flexible program and environment favorable to learning and personal growth in accordance with each student's ability.

**QUALIFICATIONS:**

- High school diploma or equivalent
- Bachelor's degree from an accredited institution
- Trade & Industrial Education – Automotive Service

**ESSENTIAL JOB FUNCTIONS:**

- Teach Career and Technical Education (CTE) courses in Automotive Service aligned with North Carolina Essential Standards
- Plan, organize, and deliver effective instruction that promotes student understanding, skill, development, and career readiness

- Establish and maintain a safe, productive, and orderly classroom and shop environment
- Conduct lessons at an appropriate pace using clear, student-friendly language and concepts
- Instruct students in safe, proper care and use of automotive tools, equipment, and materials
- Monitor, manage, and control the use of instructional supplies and equipment to prevent misuse or loss
- Evaluate student performance, track progress, and maintain accurate records of student growth and achievement
- Select, request, and inventory instructional materials, tools, and equipment as needed for the program
- Maintain professional competence through participation in district-provided training and self-selected professional learning
- Collaborate with administrators to establish performance evaluation methods in line with district policies
- Communicate regularly with parents, guardians, and school counselors regarding student performance and progress
- Participate in student supervision doing non-classroom activities (e.g., hallways, lunch, events)
- Engage in faculty committees and contribute to the sponsorship of school or student activities
- Utilize student assessment data to inform instruction and meet the needs of diverse learners
- Apply classroom management strategies to maintain discipline and maximize instructional time
- Integrate technology effectively in instructional planning and delivery
- Collaborate with Professional Learning Communities (PLCs) to enhance teaching practices
- Perform clerical duties related to instruction and student records, including generating reports and maintaining files
- Carry out additional duties and responsibilities as assigned by administration

### **WORKING ENVIRONMENT:**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Work in this classification is considered light physical work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. Generally, the job requires sitting, walking, and standing. This job is performed in a generally clean and healthy environment.

**Employment will require extensive background check.**