

NOTICE OF VACANCY

Title: **AUTOMOTIVE TECHNOLOGY INSTRUCTOR**

Summary: This person is responsible for providing instruction in the Automotive Technology program following the prescribed course of study.

Job Objective: Provides an instructional sequence of classes and experiences involving in-depth training to prepare students for careers and/or college. Helps students make appropriate choices. Encourages parental involvement.

Minimum Qualifications:

- Valid state department of education license/certificate appropriate for the position.
- Industry certifications: Hold or be eligible for AYES and ASE certification.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Keeps current with technology and other workplace innovations that support job functions.
- Commitment to keep current with occupational trends and skills deemed essential by employers.
- Ability to physically manage bulky and/or unwieldy packages and supplies.

Essential Functions:

The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Agree to successfully complete, at his/her own expense, any and all course work necessary to retain valid and appropriate licensure/certification as required by the Ohio Department of Education and any and all additional training hours necessary to meet or maintain national standards for the Auto Technologies Career Path (i.e. NATEF, ASE, AYES, etc.).
- Pursue growth opportunities which enhance professional performance and advance district goals.
- Compile, complete, and perform all necessary action/activities required to meet and maintain district and/or program related standards for industry certification and credentialing as recognized and/or endorsed by the Board of Education, Ohio Department of Education, and various national industry organizations or committees (i.e. NATEF, ASE, AYES, etc.). Monitor compliance with all licensing/certification agreements.
- Monitor workforce trends and training needs. Evaluate the relevance of new technology as it relates to the AT career path.
- Develops and maintains appropriate course of study to instruct the program as assigned by the Board of Education and the Ohio Department of Education.
- Develop written lesson plans which align with state standards and the district's adopted courses of study/curriculum goals. Maintain a thorough understanding of subject material.
- Teach classes or perform other specific job-related duties as scheduled or directed.
- Evaluate the academic/career technical needs of students. Develop meaningful educational activities that engage and stimulate student learning. Vary instructional techniques to address diverse learning styles.
- Create effective student learning experiences by using formal and informal assessment strategies to monitor and manage student learning and progress.
- Help students take full advantage of the entire district learning environment (e.g., use of instructional/media resources, access/proximity to activities, etc.).
- Support an inclusive educational environment. Provide opportunities for students with disabilities to participate in appropriate learning activities.
- Communicate expectations, provide guidance, and show an active interest in student progress.
- Facilitate student self-reliance, problem-solving, critical-thinking, creativity, and performance skills. Prepare collaborative student learning activities which encourage positive peer relationships.
- Maintain a positive learning environment by implementing effective pupil management procedures which include upholding the student code of conduct and upholding district security procedures.
- Evaluate student achievement/performance. Prepare progress reports. Consult with parents as needed (e.g., phone calls, notes, meetings, etc.). Help parents/students understand academic objectives, behavioral standards, and performance expectations of the AT career path and the district.
- Assist students with content-area test preparation activities and proctor district testing activities as directed.
- Facilitate and monitor work-study placements by scheduling extended time visits to the student work place.
- Organize and serve as an advisor to individual career path CTSO and be willing to supervise CTSO activities (e.g. local, state and national competitions; leadership conferences; summer activities, if applicable).
- Maintain a clean work/learning environment by daily preparation of the assigned classroom/lab instructional area. Maintain equipment and teaching aids inventory records as directed.
- Perform daily equipment safety inspections. Develop rules and procedures which promote the safe use of equipment and proper care of classroom teaching aids. Schedule annual/semi-annual equipment inspection and repair as needed.

- Promote the proper use, care, and security of school property by setting a positive example for students to follow and by creating a procedure for students to follow.
- Consult with support personnel to address student concerns (e.g., excessive absences, at-risk behavior, mental/physical health, family/peer relations, etc.).
- Collaborate with staff to implement and monitor behavior management plans when required.
- Collaborate with other staff by sharing knowledge and resources which enhance student learning.
- Promote effective communications and assistance by using problem-solving techniques to tactfully address questions/concerns.
- Initiate referrals for student assistance as needed. Meet mandated paperwork deadlines. Help the intervention assistance team (IAT) prepare plans for eligible students.
- Help prepare and implement Section 504, Individualized Education Plans (IEP), and/or other interventions for assigned students meeting eligibility requirements.
- Participate in staff meetings, conferences, and other required school activities.
- Maintain accurate records and submit reports on time.
- Maintain the confidentiality of privileged information and demonstrate a respect personal privacy.
- Take precautions to ensure student/staff safety by working with administrators to manage or eliminate risk factors. Take steps to monitor and report situations which may indicate a problem by providing appropriate student supervision.
- Report suspected child abuse and/or neglect to administrators and civil authorities as required by law.
- Supervise non-classroom activities when assigned.
- Encourage parent organizations and support school-sponsored activities.
- Strive to develop rapport with students, staff and administration and serve as a positive role model for others.
- Provide prompt notification of absences. Ensure that student lists and teaching materials are readily available for substitutes.
- Maintain a professional appearance. Dress in work attire appropriate for the position/situation.
- Promote a professional image of the school district. Encourage community partnerships which enhance district programs.
- Uphold board policies and follows administrative guidelines/procedures. Refer policy interpretation inquiries to administrative staff.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Acknowledges personal accountability for decisions and conduct.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work environment.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Maintains an acceptable attendance record and is punctual.
- Organizes tasks and manages time effectively. Meets deadlines despite time constraints.
- Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

CONDITIONS OF EMPLOYMENT:

1. Length of employment...184 days per year.
2. Hours per day...Seven (7) hours and 5 minutes per day
3. Salary ...based on experience
4. Fringe benefits....per negotiated agreement

PROCEDURE:

If interested, make application to Willard C. Adkins, Superintendent, email: willard.adkins@ccctc.k12.oh.us, Columbiana County Vocational School, 9364 State Route 45, Lisbon, Ohio 44432. Phone 330-424-9561, extension 129.

The Columbiana County Vocational School District is an EQUAL OPPORTUNITY EDUCATIONAL INSTITUTION. Employment and educational opportunities are offered without regard to race, color, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The Columbiana County Career Center is in compliance with TITLE VI, TITLE IX, AND SECTION 504. The coordinator, Curt Kaiser, has offices located at the Columbiana County Career Center, 9364 State Route 45, Lisbon, OH 44432, telephone (330) 424-9561 extension 117.

POSTED INTERNALLY:

June 9, 2022

DEADLINE TO APPLY:

June 24, 2022