

**Job Title:** Auto Tech Instructor

**Supervisor:** Northwest Campus Administrator

**Employment Terms:** 11 Months

**Salary Range:** \$50,000 - \$75,000

**Location:** Northwest Campus  
500 N. Verrado Way  
Buckeye, AZ 85396

**Skill Sets:**

- Customer Service
- Communication
- Critical Thinking
- Personal Management
- Leadership
- Professional Management
- Computer Technology
- Teamwork

**Essential Duties and Responsibilities:**

- Provides instruction to improve student achievement in the Auto Tech Program
- Demonstrates and differentiates instructional methods for the purpose of providing an effective program that addresses individual student learning needs
- Develops a variety of written materials (e.g. syllabus, unit and daily lesson plans, curricular maps, assessments, attendance records, anecdotal communications, etc.) for the purpose of documenting and communicating student progress
- Assesses student progress towards objectives, expectations, and/or goals for the purpose of planning instruction, providing feedback to students and communicating achievement
- Manages student behavior in a variety of educational environments by providing a safe and positive learning environment
- Engages students in leadership development by serving as an advisor for CTSO (Career Technical Student Organization)
- Assist students to complete service learning projects
- Communicates effectively with students, parents and colleagues at the campus level to improve the overall quality of student outcomes and achievement of established program goals

- Participates in a variety of meetings and professional development activities for the purpose of professional growth in an education setting
- Establishes and maintains a good rapport with community partners and advisory councils
- Report student enrollment data
- Performs other related duties as assigned to strengthen the program

**Knowledge and Skills:**

- Knowledge of applicable Federal, State, County and City Statutes, rules, policies and procedures
- Knowledge of applicable West-MEC District and departmental policies and procedures
- Knowledge of appropriate teaching strategies and methods
- Knowledge of enhanced classroom instruction and delivery of curriculum
- CTSO (Career Technical Student Organization) knowledge and experience
- Ability to provide advanced critical thinking, employability, applied academic, life management, and leadership skills for the transportation occupations
- Ability to provide instructional leadership
- Skill in operating a personal computer utilizing a variety of software applications
- Demonstrated ability to communicate in oral and written form
- Skill in establishing and maintaining effective working relations with co-workers, vendors, students, parents, the general public and others having business with West-MEC

**Requirements:**

- Classroom teaching experience in an automotive related field or experience as it relates to Industry Standards and Program
- Must be able to acquire Arizona Department of Education Provisional Teacher Certificate and work towards a Standard CTE Teaching Certificate
- Must be able to obtain and maintain an Arizona Driver's License
- Must hold a valid fingerprint clearance card issued by DPS
- May be required to lift and carry heavy, bulky supplies and materials weighing up to 50 pounds
- May be required to work outside normal working hours
- May be required to travel to perform work functions

**Evaluation:** This position has a 90-day probation period, plus a yearly evaluation

**Closing Date:** Open until filled

**Start Date:** TBD

**Application Procedure:**

Submit online application: <https://west-mec.edu/employment/>

Include:

- Letter of interest
- Current resume
- Three professional references (names, addresses and phone numbers)

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