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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