

**Job Title:** Medium – Heavy Diesel Technology Instructor

**Supervisor:** Campus Administrator

**Employment Terms:** 11 Months **(TO START IMMEDIATELY)**

**Salary Range:** \$60,000 - \$75,000

**Location:** West-MEC Northeast Campus  
1617 W. Williams Dr.  
Phoenix, AZ 85027

**Skill Sets:**

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

**Essential Duties and Responsibilities:**

- Prepares students for jobs in the Diesel Industry
- Ensure curriculum is current with industry standards. Work with professional organizations associated with Diesel Industry
- Use student data to drive instructional practices
- Assists with curriculum development instruction and participates in program reviews
- 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
- Partners with instructional team leaders for planning, implementation, and reflection on instruction
- Participates in a variety of meetings and professional development activities for the purpose of professional growth in an educational setting
- 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
- Develop and coordinate a variety of work-based learning opportunities for students
- Engages students in leadership development by serving as an advisor for Career Technical Student Organization (CTSO)
- Assists students to complete service learning projects and program fundraising events

- 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
- Communicates student progress and behaviors with parents and/or legal guardians
- Establishes and maintains a good rapport with community partners and advisory councils
- Develops and implements a rigorous lab safety program
- Attends district meetings
- Perform other related duties as assigned to strengthen the program

**Knowledge and Skills:**

- 3 – 5 years teaching experience in a transportation related field or experience as it relates to Industry Standards and Program
- Knowledge of Career and Technical Education and the CTE Delivery Model
- Knowledge of safety procedures appropriate to field of instruction; industry standards within the area of instruction; resources available for facilitate a successful learning environment
- Ability to use tools and equipment related to area of instruction
- Ability to use appropriate technology and able to use as an integral part of instruction
- Willingness to work with high school youth and adults
- Demonstrate strong organizational and communication skills
- Able to work afternoon and evening

**Requirements:**

- Able to acquire Arizona Department Education (ADE) CTE provisional K-12 teaching certificate and work towards a standard CTE teaching certificate
- Ability to acquire Dual Enrollment Instructor Certification with a post-secondary institution
- Maintains industry related certification
- Must pass a fingerprint clearance and background check
- Obtain an Arizona's Drivers License

**Closing Date:** Open until filled

**Start Date:** Immediately

**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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