

**ALBEMARLE COUNTY PUBLIC SCHOOLS  
POSITION DESCRIPTION**

<b>JOB TITLE:</b> CATEC: Automotive Body Repair Instructor - Full-time (2017-18 SY)	<b>LOCATION:</b> CATEC
	<b>JOB CLASS CODE:</b>
<b>IMMEDIATE SUPERVISOR:</b> Director – CATEC	<b>PAY GRADE:</b> Teacher Scale based on experience and education
	<b>FLSA STATUS:</b> Exempt

**GENERAL DEFINITION OF WORK**

Performs instructional duties, in appropriate academic disciplines, to high school students enrolled in the Automotive Body/Collision and Refinishing curriculum at the Career and Technical Education Center. Central to the program is the management and conduct of a classroom and practical laboratory for teaching the related skills to high school students.

**ESSENTIAL FUNCTIONS**

The minimum performance expectations include, but are not limited to, the following:

- Meets and instructs the students(s) in the locations and at the time designated;
- Develops and maintains the physical environment of the classroom and lab that is conducive to effective learning within the limits of resources provided by the system;
- Prepares for classes assigned and shows evidence of preparation upon request of the immediate supervisor;
- Maintains and integrates current occupational competencies;
- Provide hands-on experiences to students;
- Encourages students to set and maintain high standards of engagement and of behavior;
- Coordinates work release opportunities and schedules for students.

Provides an effective program of instruction to include:

- Instructional skills;
- Knowledge of child/adolescent growth and development;
- Knowledge and use of materials and resources in accordance with the adopted curriculum and consistent with the physical limitations of the location provided;
- Demonstrates mastery of content area;
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities;
- Documents and submits student progress, grades, attendance, and completion of competencies following policies and practices;
- Maintains and upholds school policies and procedures;
- Maintains records as required by law, system policy, and administrative regulations;
- Assists in upholding and enforcing school rules and administrative regulations;
- Makes provision for being available to students and parents for education-related purposes within contractual commitments;
- Attends and participates in faculty and department meetings;
- Cooperates with other members of the staff in planning instructional goals, objectives, and methods;
- Assists in the selection of books, equipment, and other instructional materials;
- Works to establish and maintain open lines of communication with students, parents, and colleagues concerning both the academic and behavioral progress of all students;
- Establishes and maintains cooperative professional relations with others;
- Assists students in the development of student portfolios;
- Performs related duties as assigned by the administration in accordance with the school/system policies and practices;

**TEACHER  
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Provides an effective, up-to-date learning laboratory:

- Maintains inventory of equipment and instructional supplies;
- Develops effective working relationship and advisory committee with local businesses;
- Order, set-up, maintain, and monitor use of equipment and material;
- Establish policies and procedures for projects completed for or by the general public;
- Maintains a clean and organized work environment.

**KNOWLEDGE, SKILLS AND ABILITIES**

An ideal candidate would have the following:

- 3 - 5 years of experience/desire to work with high school aged students;
- Willingness to be flexible and adapt to change;
- Enthusiasm for the teaching profession;
- Ability to take initiative and maintain control of the classroom;
- Thorough knowledge of managing the Automotive Body/Collision and Refinishing curriculum;
- Thorough knowledge of instructional methods and presentation strategies for high school student learners;
- Ability to create a classroom/laboratory that fosters mutual respect with students and an exciting, positive, project based learning environment;
- Ability to coordinate and support regular student competitions, work-study, and internships experiences with community partners for students;
- Communication skills appropriate for interaction with fellow teachers, assistant teachers, Center staff, parents, and the community;
- Ability to collaborate with local businesses to build and maintain a program advisory council.

**EDUCATION AND EXPERIENCE**

Candidates must hold, be eligible for, or be willing to obtain a Virginia collegiate professional or Technical Professional licensure with endorsement in applicable subject area. To qualify for the provisional Technical Professional license, the applicant must meet the following Automotive Body/Collision and Refinishing endorsement requirements:

Two years or 4,000 clock hours of occupational experience in the endorsement area within the last five years. An industry certification credential is also required and the candidate must be ASE certified.

**PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS:**

Duties performed typically in school settings to include: classroom, technical lab, business site off campus. Frequent walking, standing, light lifting, up to 40 pounds, and other limited physical activities are required. Occasional lifting of equipment such as audio-visuals weighing up to 50 pounds may be required. Daily personal and close contact with students to provide classroom management and learning environment support is required. Regular contact with staff at students' base schools is required. Regular contact with area businesses and employers is required. Frequent contact with parents by phone and in person is necessary.

**EVALUATION**

Performance will be evaluated on the ability and effectiveness in carrying out the above responsibilities.

**Date Approved:** 3/27/2017

**HOW TO APPLY**

Apply through Albemarle County's online application system  
[www.albemarle.org](http://www.albemarle.org)